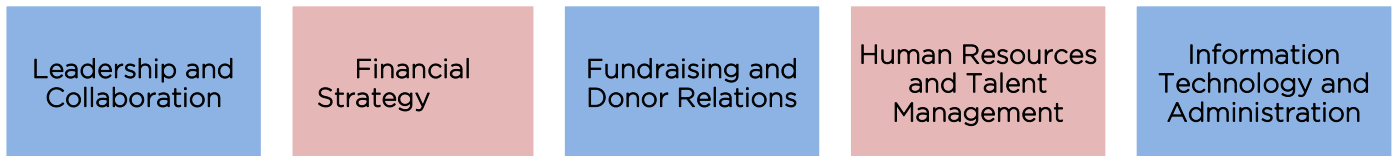




Role: Chief Operating Officer	Reporting to: Chief Executive Officer
	Location: Mumbai Travel involved within and outside city

**Summary:**  
Overall, responsible for handling day to day activities related to finance, creating and overseeing the implementation of a strategic approach to fundraising as well as managing HR, IT and Administration. The COO is the face of ISLI with stakeholders and answerable to the CEO for all matters pertaining to Finance, Fundraising and Donor Relations, Human Resources, Information Technology and Administration.



### Job Responsibilities

#### Leadership and Collaboration

- Lead a team in Finance, Fundraising and Donor Relations, Human Resources, Information Technology and Administration.
- Report to the CEO and represent ISLI and its progress to the CEO/Board/Donors
- Work with the Leadership Team to set the overall strategic vision and direction for ISLI
- Work closely with the Chief Programme Officer (CPO) and Chief Academic Officer (CAO) to develop mission oriented goals and support their respective departments to meet ISLI's goals
- Monitor performance and non-performance issues in the organisation
- Makes strategic decisions around funding and spending with participation of CPO and CAO.
- Collaborate with Global School Leaders to take ISLI's curriculum and City Fellowship Programme to other countries

#### Governance

- Plan and organise board meetings along with CEO
- Manage all legal and regulatory affairs
- Support the M&E team in developing quarterly updates for the board



- Capture minutes from the board meeting and support the CEO in all communication with the board
- Work with the Leadership Team to ensure strategic decisions made in the board meeting are subsequently addressed and executed via the programme

## Finance

- Responsible for all financial and fiscal management aspects of company operations. Provide leadership and coordination in the strategic planning, which will in turn impact financial decisions and the organization's budget. Reporting to the CEO, this role will be critical in maintaining the cost efficiency of ISLI.
- Approve and coordinate changes and improvements in financial processes and systems for the organisation
- Ensure compliance with budgetary reporting requirements
- Oversee the approval and processing of expenditure, budgets, salaries
- Establish and maintain appropriate internal controls to safeguard against unnecessary spend
- Oversee records and systems are maintained in accordance with generally accepted auditing standards

## Donor Relations

### *Plan fund development activities*

- Collaborate with the Board of Directors and CEO to create a fund development plan which increases revenues to support the strategic direction of the organization
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved

### *Organize fund development activities*

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Develop policies and procedures for the development department which reflect ethical fundraising practices
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Develop a comprehensive communication plan to promote the organization to its donors



and maximize public awareness of the fundraising activities of the organization

- Coordinate marketing and communication materials for development efforts

#### Human Resources

- Oversee the HR management of ISLI
- Support the development of HR goals, objectives, and systems in line with ISLI goals
- Support HR planning and oversee the objectives and activities of the HR department
- Ensure that the overall administration, coordination, and evaluation of human resource plans are executed
- Custodian of HR culture and strategy for talent engagement and management at ISLI

#### IT and Administration

- Draw up a high level vision for information systems and IT infrastructure to support the operations and growth of ISLI
- Oversee that all contracts are duly updated before their due dates and monitor the same throughout the year for all fixed assets such as AC, laptops, projectors etc
- Guide the team to ensure that all fixed assets are in place and well maintained.
- Ensure that all IT systems are updated and monitored
- Support the administration and maintenance of the central office

#### Qualification and Experience

- MBA or other Masters Degree
- Minimum 15 years of experience
- Experience in strategic and finance operations planning and execution.
- Knowledge of finance, budgeting, and cost control principles
- Ability to analyze and present financial data and support the preparation of financial reports, statements, and projections.
- People management and leadership experience
- Ability to motivate teams within tight timeframes and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.

#### Additional skills

- Professional written and verbal communication and interpersonal skills.
- Ability to motivate teams within tight timeframes and simultaneously manage several projects.
- Ability to discern the needs of the other departments and identify ways in which to



- collaborate to support those departments efficiently
- Ability to participate in and facilitate group meetings.
  - Understanding of (and passion for) the education sector
  - Demonstrated critical thinking skills, decision-making, and problem solving skills
  - Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
  - Knowledge of automated financial and accounting reporting systems. Knowledge of financial regulations of the not for profit sector.
  - Excellent Microsoft Excel, Word and Powerpoint skills
  - Comfortable with Google apps for business - Gmail, Google Drive, Google Calendar etc

#### Contact

Interested candidates may email their resume and cover letter to Nikita Nichani at [hr@indiaschoolleaders.org](mailto:hr@indiaschoolleaders.org) with subject line - “Application for Chief Operating Officer”