

# UNIVERSITY OF CHICAGO TRUST

L-9, EAST WING, RAHEJA TOWERS, MG ROAD, BANGALORE – 560001, KARNATAKA, INDIA

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## **Job Description**

**Title:** India Program Head, International Innovation Corps

**Reporting to:** Executive Director, University of Chicago Trust

## **About the Trust**

The University of Chicago Trust (the Trust) is a charitable trust in India, established in 2008 by alumnus of The University of Chicago. The objectives of the UChicago Trust are to provide opportunities for grants to support educational programs, research programs and activities for the betterment of India.

## **About the Unit**

The International Innovation Corps (IIC) is a social impact program that operates out of the University of Chicago Trust in India. The IIC, founded in 2013, recruits and places high-performing young professionals with up to five years of experience and top-tier academic backgrounds from India, on teams that work on-site with governments and foundations to implement large-scale projects to address India's most critical development challenges. The program aims at creating scalable, sustainable, and long-term social impact. IIC teams design interventions, pilot solutions, implement and iterate, and record and scale best practices by engaging stakeholders.

## **Position Description**

The International Innovation Corps (IIC) is seeking to hire an India Program Head to lead all programmatic aspects of the fellowship. The India Program Head's primary responsibility will pertain to IIC's multiple projects and growing the program. The India Program Head will play a key role in maintaining stakeholder relations, identifying new partners and mentors, providing overall support to IIC fellows and IIC project teams in furtherance of achieving IIC's programmatic goals in India.

## **Responsibilities**

- Formulating and executing the IIC's India-based program strategy in light of the political, economic and humanitarian context; provide oversight and assistance to project teams, ensuring the quality of project delivery
- Scope and deliver programmatic outputs for partner organizations, helping to achieve project milestones as outlined in grants
- Ensure that due diligence is conducted while developing programmatic reports
- Assess, evaluate, and document the impact of technical assistance to the projects
- Achieve IIC's objectives by building the program's reputation and expertise through knowledge development
- Lead the development of growth opportunities across project areas and partnerships
- Oversee and guide development of program documentation, including work plans, best practices, and reports for further submission to the Executive Director as part of overall UoC policy / practice
- Oversee grant proposal submissions and sponsored program performance processes across all aspects, both programmatic and financial (e.g, preparation of and execution against grant work plans and budgets)
- Review the work of Program Managers who have direct responsibility for execution of work plans and expenditures against budgets for specific IIC projects
- Manage relationships with stakeholders, develop professional relationships and build the program's reputation and expertise through knowledge development
- Support IIC India on other research, policy, and communication-related tasks as needed, or as assigned by senior leadership

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## **Qualifications**

### **Education:**

- Master's degree in a related field

### **Experience:**

- 7+ years of work experience working with universities, governments, foundations and/or non-profits with demonstrated expertise in program design and quality management
- Directly leading teams and building relationships with clients or partner organizations, in management, consulting or other professional contexts requiring multi-faceted leadership skills
- Experience in social impact, international development and/or work in frontier and emerging markets

## **Competencies**

- Proven ability to build strong and trusting relationships, with existing professional networks
- A high degree of professionalism and credibility with senior stakeholders, as well as sensitivity to the political environment of international public agencies or similarly complex organizational environments
- Demonstrated effectiveness as a team player and team builder, performing in a growth environment
- Ability to present information in an insightful and structured manner
- Robust qualitative and quantitative analytical abilities
- Desire to tackle complex problems that often require engagement across public and private sectors
- Demonstrated fluency with Hindi and English

Must be legally authorized to work in India.

## **Application Documents**

Resume  
Cover Letter (optional)  
Two References

**Proposed Start Date:** July 2023

**Location:** This position is in New Delhi, India

Please submit your documents to: Kunal Pal at [kp@uchicago.edu](mailto:kp@uchicago.edu)