**Job Description**

**Title:** Senior Manager - Strategy, IIC

**Reporting to:** India Program Head

**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. Through having direct impact on the ground in complex multi-stakeholder

**Position Description**

The Senior Manager - Strategy will support IIC in building organizational capacity to delivery on projects, developing visibility for IIC’s work and mentoring 30-40 fellows annually. The role involves strategic planning, stakeholder management, and overseeing the successful implementation of business development strategies. *This is a grant-funded position and subject to renewal.*

**Responsibilities**

* Conduct research on programmatic and thematic areas that IIC pursues, identify best practices and support India Program Head in building partnerships.
* Develop and implement strategies for project delivery, including designing deliverables, work plans, and tracking outcomes.
* Ensure timely implementation of initiatives with frequent course corrections, as needed.
* Guide and support fellows, ensuring professional development through regular check-ins and feedback sessions.
* Source opportunities at conferences and workshops, to showcase the impact of IIC.
* Build and maintain relationships with key stakeholders across the program, all projects and UCT staff.
* Lead strategic planning using data to inform business development outreach and partnership strategies.
* Conceptualize and execute outreach strategies, including events and roundtables, to promote key project themes.
* Increase IIC’s visibility by supporting the development of better messaging strategies including writing blog posts, reports, case studies, opinion pieces, etc.
* Monitor program budgets and recommend or make programmatic budgetary recommendations.
* Performs other related work as needed.

**Qualifications**

**Education:**

* Bachelor’s degree required in relevant field (e.g. public policy, public/international administration, economics, statistics, or social sciences).
* Master’s degree is preferred.

**Experience**

* 5 or more years of relevant experience in business development, consulting, or social impact.

**Competencies**

* Excellent communication skills - written, oral, public speaking
* Ideal candidate has prior experience and network in public policy, social impact, philanthropy and/or non-profit sector
* Strategic thinking with a business mindset and the ability to manage complex, multi-stakeholder engagements.
* Ability to multitask, manage projects, and lead a diverse cohort of fellows.
* Strong interpersonal skills for relationship management, stakeholder coordination, and negotiation.
* Preference given to candidates with prior experience as a Chief of Staff or Fundraising role

**Application Documents**

Resume

At least two references

**Proposed Start Date: February 1, 2025**

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

Candidates must be legally authorized to work in India.

Please submit your documents to: <https://forms.gle/ZwhXaDcfDZc8udmW8>