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
- Provide programmatic leadership and direction to the projects and partnerships in India, to ensure high quality engagement, fellowship experience and positioning of IIC as a lead policy program.
- Guide and support project teams in achieving goals, managing risks, and ensuring alignment with grant requirements and organizational objectives.
- Achieve IIC's objectives by building the program's reputation and expertise through knowledge development
- Oversee and guide development of program documentation, including work plans, best practices, and reports for further submission to the UCT Executive Director.
- Manage relationships with stakeholders, develop professional relationships and build the program's reputation and expertise through knowledge development
- Represent the organization in external forums, including with government agencies, donors, NGOs, academic institutions, and media.
- Lead the development and pursuit of new project opportunities and strategic partnerships.
- Oversee the preparation and submission of programmatic grant proposals and concept notes to donors, sponsors, and funding partners.
- Drive innovation and scalability in programming to expand the organization's impact and presence in India.

- Scope and deliver programmatic outputs for partner organizations, helping to achieve project milestones as outlined in grants

- Build, mentor, and manage a high-performing fellows, including project leads and engagement managers.

- Promote a collaborative, inclusive, and values-driven organizational culture.

- Create an experiential, innovative and evolving mentoring program to nurture the talent for the policy ecosystem in India

- Build the IIC alumni network engagement

- Oversee the development of program documentation, including work plans, impact reports, policy briefs, and internal updates.

- Provide regular reports and strategic recommendations to the global leadership team and board, as required.

- Support internal and external communications efforts, ensuring visibility and transparency of work in India.

- Collaborate closely with the UCT, University of Chicago and Applied Data Fellowship to align the vision of IIC in India.

- Other related work as assigned.

Qualifications

Education:
- Master's degree in a related field

Experience:
- 10+ years of work experience working with universities, governments, foundations and/or non-profits with demonstrated expertise in program design and quality management
- Experience of leading a fellowship program is desired

Competencies

- Knowledge of development, business development and partnerships, especially in India
- Proven ability to guide teams and build relationships with clients or partner organizations, in management, consulting or other professional contexts requiring multi-faceted leadership skills
- Ability to build strong and trusting relationships, with existing professional networks
- Understanding of social impact, international development and/or work in frontier and emerging markets
- Demonstrated effectiveness as a team player and team builder, performing in a growth environment
- Skilled at working with young professionals, mentor and focus on professional development
- Skilled at presenting 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 FORM
Please apply through this [APPLICATION FORM](#) only and attach the Application Documents listed below. Applications shared by any other channel will not be considered.

Application Documents

Resume
Cover Letter (optional)
Two References

Proposed Start Date: November 2025

Location: This position is in New Delhi, India