**Job Description**

**Title:** Grants and Operations Associate, 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 IIC is seeking to hire a Grants and Operations Associate to oversee the day-to-day operations and finances of the International Innovation Corps.

We are looking for someone who is detail-oriented, sharp and possesses excellent time management skills. You will be required to work across teams, with the fellows, consultants and vendors to ensure everyone follows the regulatory and compliance requirements. The Grants Associate also needs to manage, track and oversee grant application processes, especially the operationalization of the process. You would be required to work with the team in the US, and hence, work on different time zones.

The ideal candidate is energetic, a team player and has excellent verbal and written communication skills with the ability to work well in coordination with cross-functional groups within the organization. IIC is a young professional program, and we hope the Grants and Operations Associate is able to assimilate in the IIC culture and build relationships to help fellows and the Program Team navigate changing environments.

Please note that this is a 6 months full-time office-based role, extendable based on performance and funds availability.

**Responsibilities**

* Manage grants in strict compliance with FCRA and other regulations.
* Track grant applications, prepare and monitor budgets.
* Manage operations, contracts, reimbursements and logistics for the Fellowship.
* Coordinate, negotiate and manage relationships with existing and new vendors.
* Review vendor and consulting contracts using existing templates - ensure correctness and preparedness of the vendor contracts for materials, supplies, products, or services.
* Create payment vouchers with associated supporting documents for further review.
* Maintain voucher information in the voucher master MS-Excel sheet.
* Ensure payments are made timely and according to the terms and conditions of the vendor.
* Other duties as assigned.

**Preferred Qualifications**

**Education:**

* Bachelor’s degree or higher

**Experience**

* Minimum 3 years of work experience in operations and compliance. Work experience in a non-for-profit organization preferred.

**Competencies**

* Excellent skills in problem-solving and strategic planning.
* Enterprising nature with the ability to multi-task and manage projects across different engagements.
* Knowledge of grant laws, compliance and finance is required.
* Excellent organization and time management skills, with superior attention to detail.
* Process-oriented and highly disciplined.
* Fluency in written and spoken English is required.
* Proficiency in Microsoft Office suite.
* Attention to detail.

Must be legally authorized to work in India.

**Application Documents**

Resume

Three References

**Proposed Start Date:** November 15, 2025

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

Please submit your documents to: <https://forms.gle/yLGGRftp4rkLQW7z9>