



## USIPI Program Manager

The US India Policy Institute (USIPI) envisions citizens of India, the United States and the world at large, economically, educationally, politically, and culturally engaged with equal access to freedom, justice and opportunity.

As the world's oldest and largest democracies, India and the United States share a common commitment to equality, freedom, inalienable rights and equal access to resources and developmental opportunities. USIPI is committed to materializing its mission by:

1. **Research and Documentation:** Generating facts for effective and actionable information and evidence-based policies pertaining to economic development, diversity, equal opportunity and inclusiveness.
2. **Capacity Building:** Uplifting early career researchers, young people and community-based advocates.
3. **Collaboration:** Partnering with organizations to co-create and implement innovative, research-based interventions.

### Position Summary

To ensure that our mission comes to life with intentionality, excellence, and thoughtfulness, USIPI is seeking a Program Manager to maintain and implement the organization's strategic program workplan. A successful person in this role will contribute to the following areas of the organization:

- Program Management
- Program Development
- Partnership Development and Engagement

This position reports to the USIPI board and collaborates with the team's Development and Communications Manager and other team members to help meet organizational objectives.

### Key Responsibilities

#### *Program Management (60%)*

- Manage existing programs deliverables as per grant agreements.
- Participate in phone calls, meetings and field visits needed to support current programming.
- Create a USIPI program dashboard to keep track of all existing programs.
- Review MOUs and other partnership agreements as needed.

#### *Program Development (20%)*

- Support the design, development and implementation of new program partnerships or models with the USIPI board.
- Expand existing ideas with expansive and innovative thinking – in service to USIPI's key audiences.

- Participate in the development of new project proposals and report writing.
- Provide representation as the project leader at various stakeholder meetings.

*Partnership Development and Engagement (20%)*

- Develop and maintain positive relationships with key USIPI collaborators e.g. Digital Empowerment Foundation, Centre for Development Policy and Practice, to develop and expand effective programs and promising practices.
- Identify new like-minded partnerships to expand existing and new programming.

*Other:*

- Attend internal and external meetings as needed to be successful in implementing your work.
- Support team as needed based on your interests.

**Qualifications / Skills:**

- 3-5 years of previous experience in a related role
- Superior interpersonal skills and demonstrated ability to collaborate and communicate effectively with individuals across an organization
- Proven experience in developing strong relationships and able to communicate effectively (in writing and verbally) with colleagues working both in the U.S. and internationally, as well as with other stakeholders
- Ability to successfully create and manage a grant-funded program plan
- Ability to motivate and align staff and partners to changing priorities and approaches, set goals, delegate responsibilities, so as to ensure effective program delivery in accordance with organizational goals and project agreements
- Forward thinker and a dreamer about what is possible
- Ability to work in a start-up environment
- Flexible and able to adapt in an ever-changing environment
- Results-driven, personal accountability and excellent time management
- Passion around India and the situation for Muslims and other marginalized minorities is a must
- Interest and/or demonstrated experience working in a research focused setting is preferred

**Work Hours & Benefits:**

- This role, at this level, is ranged from \$45,000-\$55,000, .50 FTE (20/hours a week).
- Aside from pre-determined team meetings, hours are flexible and can be completed from a home office. Due to the location of our international partners, early morning/evening/weekend meetings may be needed.

**How to Apply?**

Send an email to [akhan@usindiapolicy.org](mailto:akhan@usindiapolicy.org), cc-ing [shamaila@usindiapolicy.org](mailto:shamaila@usindiapolicy.org) and [info@usindiapolicy.org](mailto:info@usindiapolicy.org), as soon as possible, but before December 15, 2022, following these instructions:

- Your email should include 'USIPI Program Manager' in the subject line.
- In the email, be sure to share at least four bullet points about why you're perfect for this role. Make sure one of those bullets describes your commitment to this type of work.

- Please include a link to your complete LinkedIn profile in the body of the email or a resume as a PDF attachment, but not both.
- Please make sure there are no typos in your email.

Interviews will take place on a rolling basis.

**Start date:** On or before January 15, 2022