



## Job Description: Development/ Operations Associate, Akanksha Education Fund

### About Akanksha

[Akanksha Education Fund \(AEF\)](#), established over 25 years ago, is a 501(c)(3) publicly supported not-for-profit organization in the U.S. that supports initiatives to improve access to high quality education for children from low income communities in India. AEF leverages the generous donations of individuals, foundations and corporations in the U.S. who see education as the key factor in ending the cycle of poverty and promoting healthy democracies. In the schools we support, we build a 20-year partnership with the children, their parents and community and create pathways out of poverty for them through transformative education.

Please view this [short intro video](#), and learn more [about Akanksha](#).

Our work allows us to support many of the **UN's Sustainable Development goals** (No poverty, Good health and well-being, Quality education, Gender equality) and we want to partner with individuals, foundations and businesses who are aligned with this mission.

### Here is what sets us apart :

AEF works with donors in the US, and one of the organizations whose programs we have helped fund is The Akanksha Foundation. Akanksha Foundation schools are unique as they are:

- Free to attend with a lottery-based admission process to ensure equitable access.
- Receive 2.1 times the number of applications every year versus the number of seats available.
- Provide a holistic learning experience that encompasses academic learning using digital tools, socio-emotional wellbeing, and helps every child achieve their full potential.
- 95% of our alumni continue college post their graduation from Akanksha schools versus the State average of 68%. (source: Educational Statistics at a Glance, MHRD, Government of India, 2018)
- Akanksha's parent engagement program involves the parents as partners in the learning journey of their children. Parents are part of the School Management Committee (SMC) and wholeheartedly participate in the functioning of the school.

### Key Statistics from Schools We Support:

- 100% of our students complete high school
- 74% of our alumni are employed full time
- Top industries employing our students include banking, finance and accounting, hospitality, IT/telecom, NGO sector
- 80% of working alumni are continuing higher education – graduate or postgraduate studies
- 12 students are studying in undergraduate colleges in US on full ride scholarships

### **Job Description**

Akanksha Education Fund is seeking an individual passionate about education for the underserved, an interest in international development, strong project management, event planning and communication skills.

We are recruiting a Development/Operations Associate to play a critical support role on the team as we build awareness, fundraise and create effective educational and research partnerships.

The position will report to the Executive Director and will have the opportunity to work closely with our Development team, Board, staff and volunteers. The role will be remote with a preference for presence in New York, New Jersey or Texas. Work may involve domestic travel. The role will also have occasional evenings necessary for events, calls with colleagues in India, or meetings on an as-needed basis.

### **Specific Responsibilities**

- Operations Support:
  - Collaborate with third-party legal and accounting firms and act as liaison between members of the Board to complete all state filing as required by the US tax regulations.
  - Take timely action to coordinate all tax related matters to ensure submission before the due date. Responsible for record keeping of all Tax -related documentations.
  - Participate and coordinate operations driven projects and change initiatives.
  - Provide support in managing various committees of the Board, as needed.
- Development Support:
  - Support the Development director during fundraising campaigns at global, national or local level.
  - Collaborate with the India and US team to assist in grants management and reporting.
  - Actively interact with The Akanksha Foundation team in India to maintain a deep understanding of our work and collaborate on grant making, programs and fundraising activities.
  - Responsible for managing the Donor stewardship program and coordinating with donor stewardship committee
- Program Support:

- Engage in Alumni network support with timely check-ins with all the alumni in the US, and assistance with the Host Family program
- Collaborate with the team to support and grow the Young Professionals Network.
- Opportunity to help develop and manage our Youth engagement program
- **Communications Support:**
  - Support Communications team with content for social media and/or other email communications
- **Admin Support:**
  - Partner with colleagues to support work on US/India Partnerships.
  - Assist in donor database management.

### **Required Skills and Competencies**

- Bachelors' degree required at a minimum
- Exceptional organization and project management skills
- Experience in volunteerism, community engagement, event support
- Excellent presentation, written and verbal communication skills
- Proficiency in Microsoft Office and Google applications required
- Motivated self-starter who can think creatively
- Ability to work effectively in a results-oriented team environment, actively track and meet established deadlines
- Strong team player with deep desire to succeed in a collaborative setting working with colleagues in US and India
- Comfortable with working in ambiguous or fluid settings due to a fast paced and ever changing environment, efficient multi-tasker and ability to prioritize urgent projects or tasks as needed
- A "roll up your sleeves" approach and willingness to take on additional responsibilities as required

### **How to Apply**

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to [info@akankshafund.org](mailto:info@akankshafund.org)

### **Compensation**

This is a full-time position with competitive salary and benefits.

AEF is an equal opportunity employer and we encourage individuals from diverse backgrounds with a passion for international development and education to apply for positions within our organization.