

Job Description: Associate Director Programs

Organisation Background

Muskaan Dreams is a social impact Ed-Tech nonprofit, committed to bridging the digital divide in government schools by empowering teachers with technology so that every student has the opportunity to take advantage of digital learning and skilling in order to prepare for the future with rapidly evolving needs in the job market. For more information, please visit www.muskaandreams.org

Our Vision: Digital promise to Every Child

Summary:

The Associate Director Programs plays a critical role in building, shaping and implementing the organization's program strategy, including oversight of the team, programs, operations, and financial management. The Associate Director leads the annual planning and budgeting process as well as new strategic initiatives and special projects each year and supports the implementation of programs to the beneficiary, making sure to engage and achieve organisation goals.

Associate Director Programs will directly work with the founders and management to lay down the organization's strategy. The Associate Director of programs also has an externally facing role managing relationships in the community & funders with a heavy emphasis on team management, development and establishing standards of performance across all programs.

The Associate Director will embody and in the execution of its mission and vision while upholding the organization's values. As a member of the senior leadership team, the Associate Director is a key liaison between Programs, Operations and Development. This new position interacts with all internal departments, leading all program-focused activities, and provides vision and strategy around future organizational needs, while strengthening staff capacity and organizational culture.

Designation	Associate Director Programs
Reporting to	CEO
Experience	08-12 (In non-profit sector)
Vertical	Programs
Location	Noida/Delhi
Employment Type	Full-time
Employment Level	Senior-Level

Key Responsibilities but not limited to

Strategic Planning, Program Design & Management

- **Strategic Planning and Budgeting Support:** Build a yearly strategy, annual planning and budgeting, as well as long term strategy development processes, helping to identify new strategies avenue to increase impact and cost-effectiveness as aligned with organizational priorities.
- **Government Engagement:** Engaging and reporting to state-level officials, compiling and communicating best practices for government engagement, and identifying opportunities for program integration, with the potential of growing scale and impact.
- **Measuring Impact:** Together with the M&E, program team and the Senior Management, identify key milestones and measurements of success in integrating program components of organisation programs and projects and building M&E framework.
- **Technical Assistance:** Coach and support team members to provide ongoing technical assistance to program teams in the direct implementation of the programs. Lead capacity building and training efforts on core program module content for team members, including the development of additional professional development materials as needed.
- **Custom/Special Projects:** Build, pilot & assess the implementation of specific custom/donor projects, such as financial education, digital literacy, climate, and other initiatives. Ensure the documentation of lessons learned and best practices to inform program improvements.

Development, Strategic Partnerships & Communication

- Identify and support business development opportunities in collaboration with the fundraising team as related to donor engagement, reporting, and proposal writing. This includes responding to inquiries/requests from the fundraising team on behalf of Muskaan Dreams.
- In collaboration with Muskaan Dream's Communications teams, support proposal development, providing insights and content, especially as related to programs contexts
- Collaborate with the Communications team and with the other members of the Muskaan Dreams Team, organize internal/external events highlighting aspects of our Digital Shala & Digital Shiksha program such as for Childres Day, Teachers Day, webinars, etc.
- Program Strategy and Communication. In partnership with the communications team design guidelines and memos communicating the strategy for all programs of the organisation.
- Managing and reporting to all the exciting and new partners in terms of funder reporting, quarterly and annual reports, on-ground visits

Team Support & Management

- Manage and supervise all program team members i.e full time, part-time & consultants also other members directly or indirectly contributing to programs (external vendors)
- Participate in regular calls and meetings with the team, as well as 1:1 discussions with Regional Managers/Program Managers
- Participate in quarterly PMS departmental meetings
- Contribute to and complete other tasks and projects as a lead member of the Programs Team

Qualifications:

Required:

- Master's degree in a related field of study, e.g., education, social work, or related development sector
- A minimum of 08 years of related professional experience in the development field, with at least five years specifically on overseeing and managing programs in the field of ed-tech, and/or education programs.
- Experience working with civil society, multi-lateral institutions in the field of education and-or ed-tech
- Excellent verbal and written communication skills in English
- Experience delivering training as a lead trainer or technical coach and/or developing training materials
- Experience in program design and/or developing technical program content and curriculum preferred
- Ability and desire to travel domestically up to 25 per cent of time
- Experience managing staff across different time zones

Preferred:

- Experience and knowledge in one or more of the following fields: ed-tech, education, skill-building, youth development; women/girl-centred learning and financial literacy
- Experience providing support to multiple geographies simultaneously
- Experience leading or managing gender mainstreaming processes, including gender analysis, etc.
- Experience managing projects and programs funded and implemented by a variety of bilateral, multilateral and private sector institutions
- Prior experience in a fast-paced, growth-oriented global or regional organization
- Recognized thought leadership in the field of education, ed-tech and skills building (e.g. published blog posts, articles, part of national coalitions, etc.)

Compensation:

Muskaan Dreams offers compensation as per the experience & competitive pay with excellent benefits. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun and rapidly growing organization that is transforming the lives of millions of children in India by focusing on digital literacy and skill-building in education.

To be successful at Muskaan Dreams, you will also:

- Have a passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Muskaan Dreams is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. EOE/M/F/Vet/Disabled

How to Apply: [Please click here to apply](#) or visit <https://muskaandreams.org/applynow>

Process: Profile submission <> Assignment <> Personal interaction <> Final discussion.

Note: A typical recruitment process for these roles takes about 30-45 days, we'll keep you updated about the progress through email.

For queries: +91 9754175881 (use WhatsApp) or hrm@muskaandreams.org

“Only Apply if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply.”



“Digital Promise to Every Child”