



The Akanksha Foundation is a non-profit organization with a mission to provide children from low-income communities with a high-quality education, enabling them to maximize their potential and transform their lives. Akanksha works primarily in the field of education, addressing formal education by initiating school reform through its School Project. Currently, Akanksha reaches out to the 9300 children through its 21 schools in Mumbai and Pune.

Position: Associate, Alumni Support and Engagement

Function/Team: Alumni Support and Engagement

Location: Pune

Compensation: Based on skill sets, experience and sector standards.

Overview of the Team: As the Associate, Alumni Support and Engagement (ASE) you will be responsible for ensuring that all Akanksha alumni are provided opportunities to prepare them for college and career. You will also be responsible for facilitating access to various resources in professional organizations as well as alumni access to internships, vocational courses, skill-building, and job opportunities.

Reports to: Assistant Manager, Alumni Support and Engagement

Overview of the Team: The team works towards creating an ecosystem for all Akanksha alumni to fulfill their life goals. The ASE team consists of city-wise independent teams that collaborate and report into the Assistant Manager. We also have a robust team of alumni as interns and ambassadors in our communities and schools who support the city teams.

What your role will entail

- Identifying opportunities and platforms for the alumni to engage with Akanksha schools to build a sense of community, organising and executing various alumni events.
- Executing and completing 'career and aptitude testing' of 9th and 10th graders in schools

- Overseeing the coordination for admission for students into residential schools/ colleges/ training institutes and helping them prepare for the same.
 - Introducing and executing the financial aid process for 9th and 10th graders
 - Working closely with the Finance function for making projections and successful disbursement of financial aid to alumni
 - Compiling data for donors
 - Identifying batch-wise alumni ambassadors for graduating students
 - Supporting 'alumni-at-risk' with respect to academics/ health/ personal concerns
 - Providing all-round support to Schools from 9th Grade onwards w.r.t careers, meetings, academic hubs, college admissions, financial aid and other alumni initiatives with the support of School Leader and Alumni Ambassador. Also, being the contact person for the alumni of the allotted schools.
 - Be the point of contact for Akanksha centers for coordination and follow up for all Akanksha initiatives
 - Update and maintain the tech platform used for data management. Being the point of contact for data requests from various departments.

What you need for this Position

Experience

- 1-3 years of experience in the development space preferably working with adolescents in the aspect of career readiness

Knowledge/Skills

- Excellent written and oral communication skills in English
- Organizational and time management skills
- Highly motivated, persevering, achievement-oriented attitude
- Strong interpersonal skills and flexibility in planning and working with teams and across functions
- Exposure to and knowledge of various career opportunities

Education

- Bachelor's/Masters degree in any discipline (Post graduation preferred)