



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: Senior Associate, Alumni Support and Engagement**

**Function/Team:** Alumni Support and Engagement

**Location:** Mumbai

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

**Position Summary:** As the Senior 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 a point of contact for the Akanksha school/s and/or centers to enable smooth operations and coordination for all ASE initiatives.

**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:**

- Leading the **Careers Program** from 9th Grade to 12th Grade and planning the group and individual interventions keeping the overall vision in mind.
- Overseeing the entire **admission support for FYJC** and guiding the team throughout the process

- Developing and implementing the strategy for **high performing alumni** along with team members.
- Providing additional career support to students with Learning Disability along with School Leaders and Learning Specialist
- Supporting data requirements and analysis within the team and the organisation
- Identifying and supporting 'alumni-at-risk' with respect to academics/ health/ personal concerns
- Identifying various courses and partners (skill-building, job/career-oriented) for the alumni
- Providing all-round support to school/s 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

**What you need for this position:**

**Required Qualifications:**

- Master's degree in any discipline (Degree in Development/Social Work/Psychology Courses will be preferred)

**Experience:**

- 2-4 years of experience in the development space preferably working with adolescents in the aspect of career readiness

**Knowledge and Technical 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