

Position : **Head, Chairperson's Office**  
Location : Bangalore  
Start Date : Immediate  
Level of Effort : Full time  
Reporting to : Shiv Kumar, Founder Director of Catalyst Group, and Chairperson, Catalyst Foundation

### **Position Summary:**

This position will provide program specific, administrative and strategic support to the Chief Mentor. The incumbent will be required to work closely with the Chief Mentor, and interact with a range of professionals and communities, both internally and externally. This is a high visibility role, and the incumbent is expected to keep pace with both internal and external developments, and have a forward-looking orientation.

### **Roles:**

#### **A. Prioritizing, scheduling, reporting and workload management**

- a. Proactively planning and scheduling meetings with multiple stakeholders (internal and external)
- b. Assist in setting priorities and ensure the workload is effectively managed
- c. Track milestones at various levels
- d. Develop and share reports with the Chief Mentor and respective teams.

#### **B. Developing content for proposals and other platforms**

- a. Develop and deliver high quality proposals with inputs from Team Leaders
- b. Support the Chief Mentor and other Team Leaders in writing proposals, bids, concept notes, preparing budgets, CVs, capacity statements etc.
- c. Support in responding to queries related to proposals
- d. Assist the Chief Mentor in articulating his notes (from audio recording) and briefings.

#### **C. Designing and developing systems and processes**

- a. Conduct research or studies of specific issues, by collecting, analysing presenting findings and recommendations.
- b. Support the Chief Mentor in designing, developing, testing and implementing systems and processes across the Group

#### **D. Ensuring regular and effective communication with stakeholders**

- a. Manage email communication to clients, partners, donors, employees
- b. Drafting circulars and other communiques.
- c. Regular communication with all stakeholders (Internal and external) to ensure continuity and closure.
- d. Managing social media handles - Facebook, Twitter, LinkedIn

#### **E. Coordination and follow-up with stakeholders**

- a. Coordinate and follow up with stakeholders on promises, commitments, meetings, etc. to ensure smooth functioning and seamless flow of information, tasks, decisions.

#### **F. Make meetings work**

- a. Attending meetings alongwith and sometimes on behalf of Chief Mentor
- b. Take notes, summarise
- c. Prepare briefs for meetings with non-Catalyst members and partners and ensure the participants are prepared for the meeting

## **Qualification and Skills required**

### Qualification

1. Graduation or above with any specialization or Post-Graduation
2. Understanding of development sector, mainly related public health, livelihoods, and consulting

### Skills

1. Decision making and problem solving
2. Excellent written and verbal communication skills in English, and any major regional languages
3. Learning mindset, and application of knowledge to the job
4. Documenting and recording information in relevant formats
5. Proficient in use of IT tools (MS Office, project management tools, quantitative analysis tools, etc.)
6. Ability to cope in fast-paced and dynamic environment, and multitasking

## **Candidate Profile**

The candidate will be driven, self-motivated and empathetic. S/he will be an energetic, pro-active and disciplined person with an inquisitive mind and learning agility. S/he will demonstrate keenness to get into the depth of things to gain an overall understanding of the situation at hand, and have the ability to plan future course of action. S/he will deal with uncertainties and be willing to find answers, experiment and change course when needed. Thriving in a fast-paced and dynamic work environment comes naturally to this person. Anything related to technology fills this person with excitement. S/he has the ability to deal and engage with multiple stakeholders and individual personalities, both internally and externally, from grassroot level to the CXO level, and while doing so remains humble and grounded. For this person, integrity is paramount and has the ability to maintain strict confidentiality and a neutral outlook. S/he will have a business-orientation, i.e. ability to understand what it takes to run an organization and understand sector developments