



## **Job description for Partnerships Manager at Saturday Art Class**

### **Description of the Organisation**

#### **Problem:**

586 million children across the world live in monetary poor households. In light of the recent pandemic, it is now estimated that 219 million of these children reside in India. (UNICEF & World Bank). The intersectional effects of poverty such as discrimination, violence, unhealthy lifestyles and illness act as a deterrent in these children's ability to develop holistically.

These children attend schools that lack the curriculum and infrastructure to cater to a child's creative and social emotional development that are critically important for success in school and life. While these reforms exist within the National Education Policy 2020, there is a gap in the teacher training infrastructure to implement them effectively within the education system. These issues have been further exacerbated by the pandemic with more children showcasing poor social & emotional health and more educators experiencing a disconnect from their students at an emotional level (Azim Premji University).

#### **Solution:**

Saturday Art Class partners with organisations to train and build capacity in their educators to integrate creativity, compassion and awareness into a child's education journey by providing them with the necessary tools & training to bring about a positive change in the lives of children aged 7 - 14 from disadvantaged communities.

**Vision:** All children are creatively empowered to make a change within and in the world around them.

**Mission:** To build capacity in educators to integrate creativity and social emotional learning skills to bring about a positive change in the lives of children from disadvantaged communities.



## **Roles and Responsibilities of Partnerships Manager**

We are looking to hire an exceptional Partnerships Manager to join the Saturday Art Class team, which will work on enhancing awareness, compassion and creative outcomes for children across grades 3-8 to bring about a change in their personal, interpersonal lives along with making community impact. The Partnerships Manager will work directly with the CEO to support the building of partnerships with different organisations and ensure that the Saturday Art Class curriculum with each partner organisation is implemented successfully and that all partnerships are engaged effectively through the course of the year. The Partnerships managers detailed responsibilities are articulated below. This is a great opportunity for those who like working in a start-up environment, enjoy working with multiple stakeholders, and care deeply about enhancing the lives of children and the school and curriculum level. This role includes working with various stakeholders with NGOs, NPOs, schools and other education related organisations.

### **Partnerships Strategy and Research**

1. Partnership Research (primary research plus literature review) to identify potential partners.
2. Design a partnerships strategy aligned to the organisation's strategy.
3. Communicate and engage with organisations regarding the potential partnership and provide relevant information about Saturday Art Class' programmes.

### **Partnership Onboarding**

1. Conduct Needs Assessment from Partnership to gather relevant data.
2. Create and present a proposal for the partnership + Finalise the terms of the partnership
3. Finalise the scope and sequence of activities to be undertaken through the partnership in conjunction with the rest of the programmes team.

### **Partnerships Engagement and Management**

1. Build the program implementation plan for all partnerships.
2. Manage regular reporting, communication and coordination with the partners sharing the progress of the partnership while also solving their concerns with urgency and efficiency.
3. Analyse collected data to generate program insights and to facilitate reporting.

### **Communication**

1. Communicate with the training & impact and the curriculum manager to ensure transfer to responsibilities related to a singular partnership.
2. Report to the CEO on a weekly basis.

### **Team Management**

1. Manage a team of associates effectively, ensure smooth transfer of responsibilities and tasks.



## Minimum Skills and Qualifications

- Undergraduate degree from a top tier institution; while there is no preference for a particular major or specialization, we expect to see a high degree of intellectual curiosity and sophistication.
- Understanding of the education sector and/or needs of children to develop creative expression and social emotional learning skills.
- 2-4 years of work experience in a challenging/ high growth environment.
- Proven experience in building relationships with key stakeholders.
- Proven experience in coordination with other NGOs/Organisations.
- Display exceptional listening and analytical skills to understand clients/stakeholders' needs and concerns and the ability to respond promptly and effectively to these needs.
- Proven ability of being able to conduct primary and secondary research.
- Proven ability to design, implement, manage and make sound business decisions.
- Proven ability to analyse issues and use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems.
- Proven project management capability and knowledge; ability to develop goals and plans; allocate resources accordingly and prioritise work to meet deadlines.
- Strong analytical thinking and ability to analyze data, generate trends, and propose recommendations.
- Excellent writing ability that is clear, concise and analytic in style.
- Excellent communication, interpersonal, and stakeholder-facing skills including solid presentation and facilitation skills.
- Ability to motivate a team and develop individuals over time.

## Preferred Skills and Qualifications

- Ability to work independently, multitask and make strategic decisions in a fast-paced environment.
- Ability to motivate a team and develop individuals over time.
- Excellent proficiency in English and Microsoft Office programs and Google Suite.

## Selection Process

1. Applicants will submit their application for this preferred role by filling an [application form](#).
2. Applicants will be shortlisted based on profiles (CV and Cover Letter will be used to



- understand alignment of minimum qualifications and requirements).
3. Shortlisted applicants will be given pre-work to complete.
  4. Shortlisted applicants from the pre-work round will be taken forward to an interview round that will be inclusive of a demo of some kind specific to the role.
  5. Shortlisted applicants from the interview round will be called for a follow up interview/in person meeting.

### CTC

The compensation is highly competitive w.r.t the education sector. An indicative CTC is Rs 5 lakh to 5.4 lakh per annum.

**[CLICK HERE TO APPLY NOW](#)**

**Last date to apply is 15th February, 2022.**

If you have any queries kindly email us at [careers@saturdayartclass.com](mailto:careers@saturdayartclass.com)

---