

**FOSTER & FORGE FOUNDATION  
CHIEF EXECUTIVE OFFICER**

Introduction

Foster & Forge Foundation is a non-profit, Section 8, organization seeking to transform the lives of millions of school children by bolstering their education with relevant skills needed to succeed in school and beyond. We do this by building leadership skills in government school teachers through a robust two-year fellowship program called the Beacon Educator Fellowship.

Our fellowship creates an opportunity for India's largest teacher community – government school teachers, to re-imagine their classrooms along with their children. The teachers get exposed to new and innovative methodologies; and they begin to cultivate the knowledge, skills, and mindsets necessary to attain positions of leadership in the education system, identifying their role in building a larger movement for meaningful education, and its impact towards sustainable development.

Foster & Forge Foundation has been working with government schools in Uttar Pradesh for 7 years, taking the fellowship to all 75 districts of Uttar Pradesh. We are now in the process of envisioning what our impact could look like in the next 3 years to come.

At Foster & Forge Foundation to enable a culture of Love, Light, Work & Wellbeing. We work with the values of Cherish, Curiosity, Collaboration & Courage.

About The Role:

The CEO provides focus and direction to all of Foster and Forge's initiatives through building a vision and a strategic plan for all the initiatives of the organisation. They guide the implementation of the strategy through developing a high performing team and an enabling culture. They are result oriented and advocate for the change required in the wider ecosystem as well as in their organizations. They are brand ambassadors for the organization as well as the wider mission. Additionally, the CEO is directly responsible for the sustainability of the organisation through compliance, fundraising and nurturing a strong team.

Additionally, he/she must be abreast of ecosystem knowledge.

Roles and Responsibilities:

1. Provide a clear direction to the organisation through strong leadership
  - a. Provide a purpose driven clear direction to the organisation
  - b. Operate as a positive role model for the culture of the organization
  - c. Develop a high performing collaborative team and inspire them
  - d. Select and engage the Board
  - e. Work with the Board to keep them informed and involved in the organisation
  
2. Develop a locally-rooted vision and strategic plan; ensure implementation and evaluation
  - a. Innovate and source ideas for long term strategy, envision the future of the ecosystem
  - b. Understand long term context and plan strategically for it for the organisation with the senior leadership team
  - c. Deeply understand the Program strategy and support Program where required
  - d. Use strong analytical and innovative thinking to develop a clear strategy to achieve goals while enabling others to plan and execute strategy at their level
  - e. Implement a clear decision making process and roles for the organisation
  - f. Achieve strategic goals for advocacy, program, finance and operations
  - g. Ensure a monitoring and evaluation process is in place; use it to improve strategy in the mid to long term
  
3. Build a strong brand for the organisation
  - a. Establish, nurture and grow partnerships with strategic funding, program and operational partners
  - b. Build towards a common vision for education with multiple stakeholders
  - c. Liaison between the employees and the Board
  - d. Build a strong brand identity for the organisation through events, media etc
  - e. Advocate for the work of Foster and Forge and key messages are shared
  - f. Ensure a strong communication strategy (with the DCP/DCL) for advocacy of the organisation's work.
  
4. Build a strong fundraising strategy for short term and long term
  - a. Give direction to the DCP/ DCL for the fundraising strategy
  - b. Build a network of donors and supporters towards ensuring fundraising goals are met
  
5. Comply with financial and legal requirements
  - a. Ensure that the organisation has a strong budget and manage resources efficiently within the budget
  - b. Ensure that financial compliances are being met, ensure financial transparency and accountability
  - c. Ensure all legal compliances, including Child Protection compliances are being met

6. Build a high performing team to ensure the vision and goals are realized
  - a. Manage a growing team towards short term outcomes and long term development.
  - b. Build a strong culture of inspiration, support, and accountability among team members by imbibing organizational values.
  - c. Ensure development of leaders within the team by imbibing appropriate skills, knowledge & mindsets
7. Take ownership of own learning and development by being abreast of ecosystem knowledge

Experience:

- 7+ years of work experience (minimum) in the development sector.
- 5 years should have been spent in an operations leadership role.
- (Preferred) Masters degree in a relevant discipline.
- (Preferred) Education related or teaching experience

Competencies and Skills:

- Ability to manage large projects and diverse teams to successful outcomes.
- Ability to lead teams and build organizational culture
- Relationship-building, networking and persuasion skills so as to connect and invest individuals, groups, and partners with shared goals.
- Strategic and critical thinking skills so as to conceptualize multiple approaches to solving a problem and draw out a clear roadmap with roles and responsibilities.
- Ability to work with multiple levels of data, analyze it and use it to make decisions
- Communication skills so as to deliver an inspiring message through oral and written mediums to diverse stakeholders in Hindi and English.
- Ability to take risk
- Ability to be resourceful and entrepreneurial in the face of uncertainty.

Contact Information:

Interested candidates may send an email to [roopali@fosterandforge.org](mailto:roopali@fosterandforge.org) along with their resume. The subject line should be “Application for CEO”.

To know more about us please follow the links below:

Website: [www.fosterandforge.org](http://www.fosterandforge.org)

Facebook: <https://www.facebook.com/fosterandforgefoundation>

Instagram: <https://www.instagram.com/fosterandforge/>

LinkedIn: <https://www.linkedin.com/company/foster-and-forge>

Twitter: <https://twitter.com/fosterandforge>

YouTube: <https://www.youtube.com/channel/UCvF84V6iRCmdsJuPgfENK4Q>

Registered address: 549 Mount Kailash Apartments, East Of Kailash, New Delhi – 110065

Phone: 9818570589, 9810608088

[info@fosterandforge.org](mailto:info@fosterandforge.org)