

# FOSTER & FORGE FOUNDATION

## Chief Executive Officer

### **Introduction**

Foster & Forge Foundation was established in 2015 with the belief that every child has the potential to positively impact their environment & contribute meaningfully to the growth of the country. What they need is the opportunity to explore their potential to build their capabilities and role models to inspire and show them the way. This is where the teachers step in, playing a revolutionary role in not only accelerating learning but also building Active Citizens. Foster and Forge is a part of the larger whole-child movement that has been advocated for by the NEP 2020.

We run a 2 year fellowship program for India's largest teacher community-government school teachers. Enabling them to consistently reimagine their classrooms through effective pedagogy and problem solving skills and in turn emerge as teacher leaders who empower their students to take charge of their future as active citizens.

Foster & Forge Foundation has been working with government schools in Uttar Pradesh for 8 years. We are now in the process of envisioning working closely with local governments as trusted partners. In the next 2 years, our impact could look like strategically chosen demonstration sites where we codify and mainstream practices for the government as we expand to new states like Haryana and Uttarakhand.

### **About The Role:**

The Chief Executive Officer 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 organization. The CEO guides the implementation of the strategy through developing a high performing team and an enabling culture. The CEO is result oriented and advocates 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 responsible for the sustainability of the organization through compliance, fundraising and nurturing a strong team. The CEO should be excited to work with the different state governments towards creating a win-win partnership.

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Operations address: Plot no.18 Regus Tower, Sector142, Noida- 201305, Uttar Pradesh

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**Roles and Responsibilities:**

1. Provide a clear direction to the organization through strong leadership
  - Provide a purpose driven clear direction to the organization
  - Operate as a positive role model for the culture of the organization
  - Develop a high performing collaborative team and inspire them
  - Engage with the board and keep them informed and involved in the organization
  - Work closely with the board towards org vision and mission.
  
2. Develop a locally-rooted vision and strategic plan; ensure implementation and evaluation
  - Innovate and source ideas for long term strategy, envision the future of the ecosystem
  - Understand long term context and plan strategically for it for the organization with the senior leadership team
  - Deeply understand the program strategy and support program where required
  - 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
  - Implement a clear decision making process and roles for the organization
  - Achieve strategic goals for advocacy, program, finance and operations
  - 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 organization
  - Establish, nurture and grow partnerships with strategic funding, program and operational partners
  - Build towards a common vision for education with multiple stakeholders
  - Liaison between the employees and the board
  - Build a strong brand identity for the organization through events, media etc
  - Advocate for the work of Foster and Forge and key messages are shared
  - Ensure a strong communication strategy (with the FRD/PD) for advocacy of the organization's work
  
4. Build a strong fundraising strategy for short term and long term
  - Give direction to the fundraising vertical for the fundraising strategy
  - Build a network of donors and supporters towards ensuring fundraising goals are met

#### 5. Comply with financial and legal requirements

- Ensure that the organization has a strong budget and manage resources efficiently within the budget
- Ensure that financial compliances are being met, ensure financial transparency and accountability
- 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

- Manage a growing team towards short term outcomes and long term development
- Build a strong culture of inspiration, support, and accountability among team members by imbibing organizational values
- Ensure development of leaders within the team by imbibing appropriate skills, knowledge & mindsets
- Communicate org decisions and direction in an effective way with the team and takes the team along

Take ownership of own learning and development by being abreast of ecosystem knowledge

#### **Experience:**

- 9+ 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

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- Orientation to take risk
- Orientation to be resourceful and entrepreneurial in the face of uncertainty

### **Contact Information**

Interested applicants please fill up this [application form](#) with all the required details.

For any queries feel free to contact us on [hrassociate@fosterandforge.org](mailto:hrassociate@fosterandforge.org).

**To know more about us please follow the links below:**



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