

Chief Operations Officer (COO)

About Door Step School (DSS)-

Door Step School is an NGO established in 1989 with a mission to provide education to underserved children living in poor urban areas. Over the years, we have developed innovative educational programmes to serve the current needs of these children. Today, we educate approximately 100 000 children per year in Mumbai and Pune. Door Step School has recently embarked on a journey of expansion, which requires a team of committed visionaries who wish to grow along with the organization. We are recruiting certain senior management roles to drive our growth, while retaining our roots to the ground as a grassroots -implementation NGO building results from the bottom-up.

Want to know more on DSS? Click [here](#)

About the role-

As the COO you will spearhead the educational operations of Door Step School. You will lead the teams for the school-based programs, community-based programs as well as the training of staff. You report directly to the Director of Door Step School and you are part of the management team.

Key Responsibilities:

- Develop operations and scaling strategy and drive efficient implementation in pursuit of program outcomes
- Develop /upgrade and implement guidelines, policies and internal controls for teams below
- Guide and lead a team of four program managers and the entire field-based team of 150+ staff as per team deliverables (condition to change)
- Communicate the vision and mission to all teams
- Organize reviews to track progress, facilitate course corrections and disseminate learnings
- Guide and support in systemising record keeping & maintenance
- Create reports (report publishing framework to be set in consensus with the director)

Reporting to -:

Director at DSS

Mandatory prerequisites include -

- Bachelor's or Master's degree
- 5-10 years' work experience in the development sector, NGO or private education sector (includes anyone from a CSR background)
- Strong interpersonal and leadership skills with documented experience of managing a team
- Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired outcomes.
- Self-lead and has past experience in leading teams below
- Enthusiastic to build, design and sustain education programs bottom to top
- Excellent English written and oral communication skills (Hindi and Marathi understanding preferred)

Bonus points if you:

- Have worked in a field-based role as well as management
- Have a demonstrable understanding of the urban and rural education system in state as well as exposure to education in a grassroots setting

What does Door Step School offer to you?

- A senior management role in an entrepreneurial organization (you'll be the sailor of the ship)
- Grassroots connect & a leadership hold - this combination lets you lead as well as design your own way in the organization
- Broad international exposure (we have some amazing international donors)
- A platform to utilize the goodwill of DSS to be a strong leader in the education sector of India
- A competitive salary

Please submit your CV along with a cover letter at dssplacement@doorstepschool.org
In your cover letter, please explain why your experience is relevant to this role and in what way you think you will be able to contribute to Door Step School.