

School Based Manager

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

This role is important to build the future of DSS and sustain its present programs. Currently, DSS has a strong foundational set up with a few municipal schools and private schools. This role's main aim is to strengthen the present school partnership programs such as [First step forward, remedial class, reading promotion programs](#) and you create, design and build new programs and relations with schools to ease the transition of children from informal educational setups to school curriculum.

Key responsibilities

- Sustain and improve current school partnership programs at DSS
- Design new programs to ease the movement of DSS children into municipal or private schools (for example identify children's pre-existing knowledge and map it with requirements of school curriculums to create easy transitional processes)
- Identify difficulties, conduct on ground research and create systematic processes for partnerships with municipal schools
- Build conversations and reliable bonds with municipal authorities for expanding DSS projects
- Map areas for expansion and create sustenance strategies for partnerships with municipal schools
- Co-ordinate, update and report to the COO/ director of DSS.
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Reporting to:

COO / Director at DSS

Mandatory pre-requisites include:

- 3-5 years' work experience in the development sector, NGO or private education sector (includes anyone from a CSR background)
- Past demonstrable networks or past scope of working experience with , for or along municipal school authorities
- Strong interpersonal and communication skills
- Demonstrable ability to think strategically, creatively , innovatively and practically to ensure achievement of desired outcomes

- Enthusiasm 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 previously worked with education based NGO's or Municipal authorities
- Have demonstrable experience in assisting , designing and implementing educational programs created by/for municipal schools

What does Door Step School offer to you?

- A mid-level senior management role in an entrepreneurial organization
- Grassroots connect & a leadership hold - this combination lets you lead as well as design your own way in the organization
- A chance to design education systems (formal and informal)
- An opportunity to create face value with municipal authorities
- 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.