

## **OPERATIONS LEAD**

### **Point of View**

Point of View is a non-profit founded in Mumbai, India in 1996 to build and amplify the voices of women and marginalised genders. We are a pan-India organisation with a bigger global footprint, and a fast-growing non-profit recognised for running high-quality, impactful programs on ground and online for 25 years. We currently work across three program areas:

- 1 Gender, sexuality and technology
- 2 Gender, sexuality and disability
- 3 Digital storytelling

### **Position Overview**

We will take a great leap forward in our 5 year strategic plan and are seeking a dynamic, self-motivated and articulate team player to join us as Operations Lead. She/they will partner with the Executive Director in shaping the PoV of tomorrow, and own the operational areas of the organisation so the program teams can focus on what they do best.

The ideal candidate will be someone who can strike a balance between maintaining operational efficiency and building for growth, between compliance and risk-taking. She/they will embody our values of Empathy, Collaboration, Integrity, Creativity and Excellence and help us realize our dreams faster.

### **Responsibilities**

#### Planning and Governance

- Drive financial planning, budgeting, cash flow, investment priorities, and policy matters
- Ensure compliance, efficient grant management and timely reporting
- Own and drive board communication
- Plan, coordinate, and execute the annual budget process

#### Operations

- Lead the day-to-day running of the organisation to ensure smooth, timely progress in implementing the strategic plan
- Oversee, direct, and organise the work of the finance team
- Oversee HR operations and administrative aspects

#### Development and Growth

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures
- Develop the organisation performance indicators that would make POV the best place to work in 15 months
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality

### **Essential Qualifications**

- A hands-on leader with minimum 7-10 years' experience with demonstrated ability in operational strategy, planning and financial management
- Proven track record of success facilitating progressive organisational change and development within a small growing organisation

- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Superior management skills; strong mentoring, coaching experience to a team with diverse levels of expertise
- Self-reliant, results oriented with an eye for detail
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with multiple stakeholders (donors, partners, consultants etc.)

**Desirable Qualifications**

- Proven operations management leadership/ MBA degree preferred
- Non-profit operations management background/knowledge of non-profit governance and compliance in India preferred
- Passionate about gender, sexuality and digital tech

**Work experience**

At least 7-10 years

**Location**

Mumbai; remote working options within Mumbai are possible.

**Salary**

This is a full-time position. We offer competitive remuneration within the non-profit sector.

**Reporting to**

Executive Director

**Start date**

15 October 2021, negotiable

**Application information**

Interested candidates should send a resume, references, salary history and thoughtful cover letter describing your specific qualifications and interest in the position to [vacancies@pointofview.org](mailto:vacancies@pointofview.org). Applications will be reviewed as they are received. Submissions without cover letters will not be considered. Applicants who best match the position needs will be contacted.

Point of View is proud to be an equal opportunity workplace. We are committed to building an organization that is increasingly representative of the communities that we serve. Preference will be given to women, trans, non-binary persons.