

OPEN POSITION: OPERATIONS MANAGER

Project Prakash is a U.S.-based nonprofit with a dual-mission to screen and provide eye care and surgeries to children with curable blindness, while furthering our collective understanding of neuroscience. Project Prakash has screened 42,000 children, provided sight surgeries to over 450 and non-surgical eye care to another 1,400 children.

Project Prakash is expanding operations, reach and impact. To achieve these goals, Project Prakash has begun the search for an operations manager. This is a full-time position that will be based out of Delhi at the Prakash Center at Dr. Shroff's Charity Eye Hospital, but some travel across north India may be required. The Operations Manager will serve as a crucial link between the U.S. and India operations of Project Prakash.

Applications are being accepted on a rolling basis until the position is filled.

POSITION DESCRIPTION

Primary responsibilities:

- Program development: help to identify opportunities for program growth and improvement; incorporate strategic advice and on-the ground knowledge of the needs of children with visual impairment; lead the development of new programs to serve the health, learning, and social needs of patients.
- Project oversight: track and manage ongoing project goals for the outreach, scientific and educational components of the effort; communicate goals to team and ensure timely and quality implementation of programs.
- Program updates and planning: interface with the U.S.-based Executive Director to set weekly, monthly, and annual goals; provide regular reports to the U.S. team that detail progress; contribute to annual strategic planning process.
- Fundraising: support the Executive Director in identifying, writing, and submitting government, humanitarian, and research grants.

The ideal candidate will possess the following skills, experience and qualifications:

REQUIRED QUALIFICATIONS

- Strong commitment to and enthusiasm for the mission of Project Prakash as a humanitarian and science-focused organization;
- Ability to lead a team and work with differing populations to raise awareness and provide solutions to children and families in need;
- Self-motivated and ability to work independently;
- Fluency in Hindi and English;
- Detail-oriented, strong organizational abilities, resourcefulness, strong follow-through;
- Deep understanding of development in India, particularly in the rural areas, and maturity and patience to understand the needs of families;
- Exceptional written and verbal communications skills to serve as a bridge between the U.S. and India operations and convey programmatic goals;
- Willingness to create regular written reports as well as engage in monthly conversations with U.S. team;
- Familiarity with government, humanitarian and research grant processes.
- Strong computer skills, particularly familiarity with Word and Excel

EXPERIENCE

- 5-6 years experience working in a nonprofit, preferably one focused on healthcare, development, policy, research, or social services;

- Prior experience with budgeting, program implementation, evaluation, and data management

QUALIFICATIONS

A bachelor's degree in social work/nonprofit management is strongly preferred along with 5-6 years of experience.

SALARY

Commensurate with experience

Applicants should send a resume, cover letter, 2 letters of recommendation and three references (academic or professional) to Dr. Pawan Sinha (psinha@mit.edu) and Executive Director Sheila B. Lalwani at Sheila.lalwani@projectprakash.org.

For more information on Project Prakash: www.ProjectPrakash.org