

CHIEF OPERATING OFFICER - KATALYST

We are seeking a dynamic individual who will take a leadership role in driving key operational performance parameters of the Katalyst programme across its centers, pan India. The role requires a fairly high degree of operational intensity. The COO will ensure that all key interventions of the program are delivered with rigour, and monitored for consistency and quality.

ROLES AND RESPONSIBILITIES

Leadership:

- Provide leadership to all the Center Heads, manage team dynamics and assist in coping with weak spots in terms of developmental impact
- Capacity building of the team members

Student Enrollment:

- Engagement with existing college partners and identification of new colleges (as needed)
- Ensure seamless and on time annual enrollment and on-boarding of new students per existing selection criteria

Centre Management:

- Visit Katalyst Centers monthly and obtain first hand updates on various interventions, including students, mentors, training partners, donors, colleges and corporate partners

Training:

- Liaise between Curriculum Director and center teams for timely planning and effective implementation of training.
- Own the key performance metrics for training

Mentorship:

- Drive mentor metrics and Efficacy
- Arrange regular Mentor meets
- Help ideate strategies for identification of new mentors, and enhance both quality and quantity of mentor interactions

Placement Coordination:

- Upgrade internship and placement program for certain target specified CTC.
- Needs assessment in terms of development required for high end jobs

Monitoring and Tracking:

- Track and monitor activities of each center

ETONGA & MIS and Reporting:

- Generate student report card through ETONGA
- Oversee and administer center budgets
- Ensure timely delivery of high quality weekly and monthly MIS and generate reports
- Data analysis – Use center data to analyse trends, red flags and achievements
- Prepare Monthly Presentation for Board members

Develop Standard Operating Procedures (SOPs)

- Update and develop SOPs for every activity and process at Katalyst – Enrolment, Annual Convention, Mentor Onboarding, Laptop Scheme
- Update manuals and handbooks for stakeholders – Student, Mentor, Corporate partner

Programmatic and Operational risk assessment and mitigation

- Flag off any major deviations
- Identify potential risk through visits, observations, stakeholder interactions

ATTRIBUTES REQUIRED

- Meticulous with Attention to Detail
- Data Driven & Analytical - observe trends, red flags
- Systems and Process oriented and organised
- Enjoys crossing T's and dotting I's
- Has a strong Executive Presence
- Resilient

STRUCTURE AND ROLE DETAILS

- Will report to Chief Executive Officer
- Centre Heads will directly report into this position across locations
- Travel – Minimum Once a month visit to each center location (About 8-10 days)
- 5 day work week - Sunday to Thursday
- Required to work at odd hours pre and post college or work hours to meet students and mentors. In such cases, necessary time compensation is permissible.