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Program Manager

At Amani Institute we're looking for a passionate & entrepreneurial Program Manager & Facilitator to join our fast-growing team in India.

About the job

The core purpose of this role is to drive Amani Institute's impact in India and beyond, by designing and delivering high-impact learning and development interventions that take our clients to new levels of growth and scale, allowing them to tap into their full potential.

The Program Manager will be responsible for training and facilitating in our various leadership training programs, as well as program and project management responsibilities across a suite of such programs.

Key Responsibilities

A. Training Design, Facilitation, and Coaching (~70% of time)

- Prospecting and liaising with clients to define scope of work and for alignment and check-ins through the life cycle of a project
- Designing and facilitating training to a wide range of audiences, both Indian and global, after being trained in the Amani Institute curriculum and approach to leadership development. Participants in your classes could range in age from 20 to 60, with great diversity of cultural and professional backgrounds. Class sizes could range from 5 people to 40 people.
- Designing and conducting a learning needs analysis (LNA) and generating an analytical report to share with the client.
- Reviewing and customizing the curricula (learning activities, teaching materials and worksheets) according to employers' needs.
- Coaching and mentoring program participants
- Consistently researching, editing, and updating content to ensure that concepts taught are relevant, current, and applicable
- Designing and facilitating events that are hosted by us or in partnership with other network organizations
- Speaking at panels and other events to build brand visibility and promote thought leadership



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- Supporting the maintenance of an internal knowledge management system.

B. Program Management (~30% of time)

- Managing the end-to-end life cycle of programs as Lead/Co-lead, including administrative aspects of the programs - program on/off-boarding, learning management system, salesforce, etc.
- Coordinating communication with prospective/current program participants as well as other stakeholders
- Generating robust reports, specifically when working on grant projects
- Setting-up and sustaining M&E systems for locally run programs
- Building long-term relationships with new and existing clients
- Supporting community building activities for alumni of various programs
- Work in a closely-knit, fast-growing, entrepreneurial, diverse, global team. Amani Institute has a start-up ethos, so all members of the team are expected to do what it takes to complete projects and achieve goals, which can sometimes translate into long hours of intense work.

About You

Personal Requirements:

- You have a passion for creating social impact, at both at individual as well as organizational level
- You have a passion for adult development and for helping individuals achieve their full potential
- You enjoy communicating and networking with people from the most diverse geographical, social, and economic backgrounds
- Ability to pay close attention to the details that make the difference between doing a good job and doing a great one
- Belief in the importance of lifelong learning and continuous development of self and team members
- Comfort with collaborating remotely across global teams and time zones
- Resonance with the [core values of Amani Institute](#)

Professional Expertise:

- At least 7-10 years of relevant work experience
- Undergraduate degree in any field
- Excellent oral and written communication skills in English



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- Proven ability to design and deliver training programs from beginning to end - from creating learning outcomes to developing methodology to running training and evaluating outcomes of such trainings
- Experience with innovation and/or adult leadership development
- Experience with group facilitation; the more diverse the groups the better
- Expertise in leading and managing in-person as well as virtual training programs
- Proven ability to coach and mentor individuals from all walks of life towards achieving their professional goals, including people who might be older and with more experience
- Ability to not just multitask, but even enjoy working on many different projects at once

Additionally, we will look favorably upon candidates who can demonstrate the following:

- Experience in Leadership and Management Development
- Familiarity with and strong networks in the social impact sector
- International experience outside India, for work and/or study
- Proven ability to build professional relationships for networking and/or business development
- IT skills: Good knowledge of MS Office & G-Suite applications and common cloud software (CRM systems, Learning Management Systems, Google Drive, etc.)

Culture Fit:

You would be a good fit with our organizational culture if:

- You proactively initiate action when you see a problem, regardless of whether it is "your responsibility" or not
- You are curious and enthusiastic to keep learning new skills irrespective of your role or experience
- You love working with people from very different backgrounds, as that can lead to new ideas, fun experiences, and opportunities for growth
- You are comfortable bringing your whole self to work
- You enjoy working in a small team that has high ambitions

Other important information

- Compensation: Commensurate with skills and experience for a social enterprise/non-profit organization.
- Application deadline: **26th August 2022** - but we will **review applications on a rolling basis**, so please send your application as soon as possible!
- Expected Start Date: October 2022, but depends on the candidate's availability



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- Location: Remote, India
- Weekend work is required about once a month, as some classes happen on Saturdays. This is compensated by an equal amount of leave offered in the coming week.
- Travel within India is necessary and occasional international travel may be required
- Duration: This is a full-time position, with a minimum expectation of 2 years with the initial contract (after an initial 3 months probation period), and great room for professional growth and development.
- Amani Institute is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to caste, religion, sex, gender identity, sexual orientation, race, age, national origin, or socio-economic status.

About Us

[Amani Institute](#) is a social enterprise whose mission is developing professionals who create social impact. We do this by providing individuals and organizations with skills and capabilities they require to drive positive change and to solve some of the important challenges that our societies and planet face.

Our core methodology comes to life in our award-winning [Certificate in Social Innovation Management](#), which runs in Kenya, Brazil, and India. As of now, this program has enrolled more than +600 Fellows from 70 countries. This program won the Ashoka U - Cordes award for Innovation in Higher Education in 2017 and has been featured in Fast Company, Forbes, the Stanford Social Innovation Review, CNBC Africa, and Vanity Fair, among others.

In 2017, Amani Institute launched a leadership program for Small and Growing Business (SGBs) managers in Kenya, called [Leadership for Growth](#). In 2019, this program won the [Argidius-ANDE Talent Challenge](#), a 1 million Euro grant to scale the program from Nairobi to East Africa, India and Brazil to train 1000+ managers from 150 companies by 2023.

In response to the varying development needs of organizations, Amani Institute also works with institutions across the globe to develop tailored interventions. We have worked on [160+ custom-designed leadership and management programs](#) in 5 continents across the world for 100+ organizations including UNICEF, Ashoka, Absa, WWF, USAID's Young African Leaders Initiative, CARE, and Oxfam.

We currently train over 1000 changemakers each year through our varied mix of both global and local programs, and bring thousands more to our events on 21st century careers, the future of work, and social innovation.



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Today, Amani Institute primarily operates from Kenya, Brazil, and India, with a staff of 24 people with deep prior experience in the business, education, media, and social sectors.

Our work is systemic and catalytic in that by building much-needed capacity in organizations leading social impact, we enable more effective operations across the field of social change globally.

How to Apply

Do you want to join our team as our Program Manager? Then we'd love to hear from you! Here's how you can apply:

Step 1 - Fill out this application [form](#) by or before the 26th of August.

Step 2 - Create a video (of up to 60 seconds) to share something with us that cannot be captured in your CV. This can be anything from a significant life experience to a fun fact about you! You can then generate a link on any platform (youtube/vimeo/google drive/dropbox etc.) and share the link with us via the application form – there is a question prompt for this.

While this is not mandatory, it is an opportunity for us to get to know you better and get an insight into who you are beyond the role.

You will hear back from us shortly after we receive your application form.



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