

Job Description: Operations Manager

About TIDE Foundation

TIDE is an educational reform organization founded in November 2014 that aims at bringing about sustainable change in the educational system. As of June 2023, we have impacted the lives of 36,500+ individuals. We have multiple programs that work with different aspects of education. All the programs act independently while following a similar guideline i.e., working on high-impact projects with the aim of creating a system that resolves the root cause in a span of 15 years.

Job description:

We are looking for an enthusiastic and driven professional with strong communication skills (including freshers) who are keen to apply their leadership skills to spearhead and carry forward TIDE Foundation's various educational programs and research activities. This person will have to be based in Ahmedabad and will be required to make a commitment for a minimum of two years.

As an Operations Manager your primary responsibilities include overseeing our operations of EmpowerEd (a teacher training initiative), BETI (improving access to quality education in government schools), and BetterEd (life skills program in urban schools). Managing operations, strategizing and developing plans, and monitoring and evaluation are key components of the role. Apart from it you would also support other administrative departments like Human Resources, Public Relations, and Fundraising.

As an Operations Manager, you will be expected to directly report to the President (Jwalin Patel, PhD) whilst maintaining open channels of communication across teams. As an education based NGO that constantly engages with volunteers and interns you would also be expected to lead and provide guidance for young students and professionals to enable maximum learning.

Your primary responsibilities include, but not limited to the following:

- Coordinating operations across all programs
- Overseeing and leading teams of employees and interns all year round
- Regularly visiting schools and sites to have a thorough understanding of the ground realities.
- Spearhead long-term planning, oversee implementations and expansions of existing programs.
- Ensuring smooth functioning of our regular operations
- Overseeing monitoring and evaluation- including development and implementation of protocols and systems
- Actively seeking institutional partnerships and collaborations.
- Prepare and submit regular reports to NGO's leadership and any other agencies
- Maintaining professional contact with current and past TIDE members in order to boost growth of existing volunteers and encourage wide communications.
- Supporting HR, PR and fundraising teams

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- Develop strategies to mitigate risks
 - Represent the NGO in relevant forums
 - Maintaining continuous and proactive communication and coordination with the other team members

Skills and qualifications required:

The candidate must have the following skills:

- Passionate towards bringing a significant change in the society
- Strong people management and communication skills with basic proficiency in Gujarati, English and Hindi languages
- Outstanding verbal and written communication skills
- Excellent interpersonal skills
- Fluent in Microsoft Word and proficient in Microsoft Excel
- Superior time management skills
- Interest in educational research and policies would be an added bonus
- Readiness to travel and make site and school visits.

The candidate must have the following qualifications:

- A bachelor's degree
- 5+ years of work experience in a leadership role in an educational institute (schools, universities or an NGO) will be an added bonus

As an organization we welcome diverse individuals from all walks of life to apply hence age is no bar in applying to this position. Moreover, we especially welcome professionals with a keen interest in education, specifically grassroots level education intervention in India.

Organizational support

Director and President of TIDE Foundation, Jwalin Patel will provide the necessary assistance and timely guidance continued throughout the tenure to ensure optimum learning and performance in the role. You will be a permanent staff with the authority and liberty to shape programs and processes. We aim to remunerate the person in the role at an estimate of between INR 20,000 to 30,000.

Contact Details

To apply please complete a google form on www.tideinternational.org/workwithus/ AND email your CV to info@tideinternational.org.

Application related queries can be addressed to us at info@tideinternational.org. Alternatively please contact Eshva Shah via **WhatsApp** on **+91 98790 94418**. Please give us a minimum of three working days to get back to you on your queries.

For further details about TIDE please visit our website at <http://www.tideinternational.org/> or our Facebook page at <https://www.facebook.com/togetherindevelopmentandeducation>