

Job title: Operations and Finance Lead

Reporting to: CEO

### About Pi Jam Foundation

Pi Jam Foundation is a Section 8 (not-for-profit) company conceived by Teach for India Alumni in 2017. The organization is entirely impact driven and aims to provide all students from under-resourced schools Computing and Problem-solving skills, which are essential for them to succeed in the 21st century workplace. Using low-cost, open source technology and a contextual research-based curriculum coupled with innovative pedagogy, Pi Jam Foundation aims to provide quality computer education to over 1,00,000 students across India by 2022.

### Why work with us?

Pi Jam Foundation is a young and growing organization, where experimentation and creativity is encouraged amongst everyone in the team. As a member, you would have the space and time to nurture your own skills and passion in the process of working towards a cause. We foster a culture where one can grow as an individual while playing a crucial role in the sustainable expansion of the organization. As a part of Pi Jam Foundation's award-winning program, you will have the opportunity to contribute to India's youth gaining an opportunity to develop into change-makers of tomorrow.

### About the role

As the Operations and Finance Lead of Pi Jam Foundation, you would be responsible for the successful management of multiple interventions across the country. This would include exhibiting excellent organization, management, and communication skills across verticals and lending your expertise to strengthen our programmatic and financial strategies. Having a learning mindset is crucial, along with the ability to solve problems and ensure overall team productivity. You would be leading Pi Jam Foundation's vision through all your activities and be the glue that integrates our dynamic team into coordination and efficiency.

### Roles & Responsibilities:

- Improve the Organization's internal processes and streamline functionality.
- Create project plans to ensure resource availability and allocation, enabling simultaneous running of operations across different projects and location
- Enable project performance measurement by using appropriate procedures and tools.
- Have regular team-goal updates with vertical leads/others to reconcile goal development and execution timelines.
- Actively involved in developing, execute and track goals for the recruiting and hiring process.
- Implement policies and best practices for the organization's financial, accounting, operational and general compliance.
- Analyze and interpret statistical information to evaluate operating results in terms of efficiency & performance against budget.
- Have a cross-functional approach and work with all the teams in Pi Jam Foundation

### Knowledge & Skills:

- Prior professional experience/background in operations/finance.
- Excellent multi-tasking skills and the ability to view the larger picture while having an eye for detail.
- Ability to positively motivate others to achieve their goals and maintain processes to enable it.
- Able to take strategic decisions backed by data and analysis.
- Excellent oral and written communication skills.
- Have an in-depth understanding of the time and effort demands of a start-up.
- Willingness to problem solve and take on everyday challenges with a positive attitude.
- Be prepared to represent the organization
- Someone whose goals and ideals matches Pi Jam's organizational ethics.
- Work Experience in a corporate environment is desirable.
- A proven track record of continuously showing initiative

**Location:** The location will be Pune based and will involve regular travel to other cities of operations across India.

**Compensation:** As per experience and fit.

**To Apply:** Email your resume and a cover letter detailing your experience and interest in the position, to [pranjali.pathak@thepijam.org](mailto:pranjali.pathak@thepijam.org)