



Title: Chief Operating Officer (COO)

Place: Hyderabad

Organization: SEED Edu. Corp. (India) Pvt. Ltd. [SEED Schools] www.SeedSchools.in

SEED Schools was established in June 2013 with a vision to provide high quality education to children from low-income families. SEED partners with schools to provide academic and operational support. SEED team consists of passionate dynamic professionals dedicated to improve student-learning outcomes and create deep impact in the sector. By using innovative pedagogy and technology driven solution, SEED aims to improve learning levels and prepare leaders of tomorrow. SEED currently runs three schools in Hyderabad and aims to grow rapidly in coming years. At the early stage of its operation, the organization provides its employees a great platform for professional growth along with opportunity to create deeper social impact.

SEED is promoted by:

Harish Mamtani (www.linkedin.com/in/harishmamtani/)

Manish Kumar (<http://in.linkedin.com/in/manishkumarsah/>)

Funded by Acumen Fund (<http://acumen.org/>)

Role: COO, a Senior Management Role to lead overall operations of the organization and design robust systems and processes. The candidate will work directly with the CEO.

Primary Responsibilities:

- Lead and manage overall operations of the organization and school leadership team
- Study the current system and processes, identify gaps and make improvements
- Create operational framework and capacity to handle large scale operations with multiple schools
 - Operational strategy
 - Systems and processes
 - Team building
- Design and draft various policies and process documents
- Expand operations by adding more schools
- Drive marketing strategies with support of the marketing team to build brand and grow enrollment at schools
- Oversee accounting team and practices. Ensure adequate controls within the system.
- Create robust system for fee collections at schools and monitor them
- Oversee legal and regulatory requirements
- Procurement: build strong network of vendors for various school supplies
- Build and manage team to handle transportation for students (school buses) effectively
- Work closely with school administration to manage day to day operations effectively
- Design and conduct training programs for SEED and school teams

Experience:

6-10 years of experience in managing operations (corporate, education or in other development sector). The person should be self-driven and is expected to lead the initiative even with limited support.

Knowledge, Skills and Abilities:

- Exceptional written and oral communication skills in English. Knowledge of Telugu language would be added advantage.
- Excellent leadership qualities
- Excellent process and project management skills
- Strong analytical and problem solving skills
- Ability to understand the big picture while delving into the details at all times. Ability to set a clear vision and drive toward that vision.
- Ability to work independently and self-driven
- Excellent team player
- Willingness to start project from ground up and possess entrepreneurial mindset

Please send your resume to Manish Kumar at mk@SEEDSchools.in and Harish Mamtani at hm@SEEDSchools.in