

UNIVERSITY OF CHICAGO TRUST

L-9, EAST WING, RAHEJA TOWERS, MG ROAD, BANGALORE – 560001, KARNATAKA, INDIA

Job Description

Title: Director of Operations and Compliance

Reports to: Executive Director

About the Trust

The University of Chicago Trust (the Trust) is a charitable trust in India, established in 2008 by an alumnus of The University of Chicago. The Trust's objectives are to provide opportunities for grants to support educational programs, research programs and activities for the betterment of India.

Position Description

The Director of Operations provides high-level professional support for a broad range of activities, including grant management and reporting, consultant and vendor management. This role supports the Executive Director in developing and implementing procedures and ensures effective and efficient operations and advance University of Chicago Trust's priorities. This role provides oversight and guidance for operations and compliance activities.

Responsibilities

- Key point of contact with program leads and team members, vendors, consultants, and others as needed to lead operations work streams, due diligence, and follow-up as required to ensure assigned tasks are completed.
- Lead operations work streams, provide due diligence, and follow-up as required to ensure assigned tasks are completed in a timely manner.
- Provides knowledge and oversight of the grant application process in close coordination with project and program leads and facilitates relevant review by compliance or finance teams.
- Monitor the effective utilization of grants/expense tracking at the organizational level ensuring reporting formats meet donor and filing requirements.
- Audit expenses to ensure all process and procedures are followed and provides follow up conversations with teams/process stakeholders that require improvement.
- Review and update as needed procedures and policies with the finance and operation team members to ensure compliance with applicable laws and FCRA mandates.
- Administer scholarships in coordination with the Board of Trustees and Executive Director.
- Reviews and provides guidance for fellowships, consultant agreements, and vendor contracts.
- Supports the Executive Director in facilitating meetings for the Board of Trustees including collecting and consolidating board materials from program teams, drafting board materials as required, and reviewing final materials for compliance with organizational requirements.
- Review and finalize organizational policies and procedures as related to operations
- Provide guidance to the operations staff across programs to support consistency and continuous improvement.
- Collaborate with the compliance/finance/audit team on relevant activities and determine the best point of contact within the team as new project or questions arise.
- With support from relevant stakeholders, draft and maintain budget and long-term financial reporting for local funds held at the Trust.
- Oversee project plans and provide support and guidance to meet deadlines and budgets
- Supervise and manage the Operations team and provide constructive feedback.
- Adherence to all compliance requirements of UCT.
- Ensure the conduct and integrity of the corporate governance structure is maintained.
- Maintain a high quality of service.
- Other duties and special projects as assigned.

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Qualifications

Education

- Bachelor's degree or higher in business administration, finance, or other related field

Experience

- At least 10 years of operations management experience
- 5 or more years of experience coaching and/or supporting de-centralized teams
- Donor relations and contract management
- Grant and donor fund management a plus
- Leading the audit process of an organization.

Competencies

- Ability to manage multiple projects simultaneously.
- Effective management of grants from multiple donor fields (government, social, etc.).
- Develop dynamic partnerships with the ability to leverage strengths across functional areas.
- Excellent project management skills.
- Work independently and in a team environment.
- Ability to follow organisational processes and policies.
- Ability to prioritize and work independently to achieve organizational goals.
- Ability to coach and support staff in taking on new responsibilities
- Experience in implementing strategic/operational planning and budgeting processes.
- Well-developed relationship management skills.
- Ability to communicate effectively with internal and external collaborators
- Impeccable integrity, positive attitude, mission-driven, and self-directed.

Working Conditions

- Based in Delhi
- May occasionally work evenings and weekends.

Applicant must be legally authorized to work in India.

Application Documents

- Resume/CV (required)
- Cover Letter (required)
- References Contact Information (3 required)

Please send your application documents to Dr. Leni Chaudhuri lenic@uchicagotrusted.org.