

## **Chief Operating Officer (COO)**

The Satyarthi Movement for Global Compassion (SMGC) is seeking an experienced and dynamic Chief Operating Officer (COO) to join our leadership team. Reporting to the CEO and the Board, the COO will be responsible for overseeing the organization's daily operations, ensuring compliance with systems and processes, and maintaining legal and regulatory standards. The COO will ensure operational efficiency, and drive growth and impact. This role will be instrumental in shaping and executing the strategic direction of the organization and leading operational excellence.

### **About Satyarthi Movement for Global Compassion:**

The recently launched Satyarthi Movement for Global Compassion (SMGC) aims to bring to life Nobel Peace Laureate Kailash Satyarthi's call to globalise compassion and ignite 'compassion in action' and 'compassionate leadership' in the world to ensure justice, equity, peace, and sustainability for all. Compassion is the deepest connection with the suffering of others that compels one to take meaningful actions to end that suffering. SMGC aims to create paradigm-shifting social transformation and meaningful impact at scale through the power of compassion.

The work of SMGC delivers:

- grassroots and community empowerment by working on the ground to develop and nurture compassionate communities
- in-depth research on compassion and translating this into action through a world-class training programme
- international dialogues and partnerships which promote compassionate leadership to accelerate progress towards inclusive development and the realisation of rights for all.

SMGC is working on the development of the compassion quotient (CQ), the first of its kind measurable metric in individuals, institutions, and communities. This could provide valuable insights for researchers, policymakers, and organisations dedicated to enhancing social cohesion, social transformation, and inclusivity.

Our advisory board includes distinguished leaders such as Mr. Narayan Murthy, Founder and Chairman Emeritus, Infosys; Ms. Gabriela Ramos, Assistant Director General, UNESCO; Dr. Raghunath Mashelkar, Padma Vibhushan; and, Mrs. Minal Bajaj, Honorary Director, Jamnalal Bajaj Foundation.

**Location:** New Delhi

**Salary:** 40 - 45 Lacs/ Annum

**Key Responsibilities:**

**1. Strategic Development and Implementation:**

- a. Develop and implement operational strategies, policies, and procedures to optimize organizational efficiency and effectiveness, emphasizing change management initiatives
- b. Collaborate with senior leaders to set strategic goals and objectives, translating them into actionable plans aligned with organization's mission of and impact goals

**2. Operational Management:**

- a. Lead and manage various operational functions, including finance, human resources, IT, facilities management, administration, and program operations, M&E, donor compliances and management, ensuring programmatic excellence
- b. Ensure compliance with relevant laws, regulations, and ethical standards, including risk management and grant compliance

**3. Performance Management:**

- a. Drive performance management processes to monitor and enhance organizational performance using data-driven insights and impact measurement tools
- b. Oversee team performance, foster a culture of continuous improvement, innovation, and accountability, leveraging technology solutions to streamline operations and enhance service delivery

**4. Financial Management:**

- a. Oversee financial forecasting, budgeting, and cost management
- b. Ensure adherence to financial policies
- c. Generate financial and program delivery MIS reports
- d. Oversee audits and evaluations

**5. Compliance:**

- a. Ensure compliance with statutory and legal requirements (Income Tax, FCRA, Trust Registration, Niti Aayog, licenses)
- b. Implement and monitor key organizational policies (Child Protection, Sexual Harassment, Risk Management, Conflict of Interest, HR, IT, Financial Manual, Grievance Redressal, Training and Development, Code of Conduct)
- c. Execute decisions of the Board and Management Committees

**6. Cross-Functional Integration:**

- a. Promote information sharing and cross-functional initiatives
- b. Drive and communicate the organization's vision, values, and culture
- c. Measure job satisfaction and donor/partner satisfaction
- d. Ensure security of physical assets, data, and intellectual property

**7. Stakeholder Engagement:**

- a. Build and nurture strong relationships with external stakeholders, partners, and donors
- b. Engage in advocacy and public relations efforts to advance the organization's impact goals

**8. Organization Development:**

- a. Lead the team in organizational development efforts
- b. Conduct gap analysis and act on recommendations from external consultants and agencies

**9. Leadership and Guidance:**

- a. Provide leadership and guidance on diversity, equity, and inclusion (DEI) initiatives within operational functions and organizational culture
- b. Demonstrate conflict resolution and negotiation skills in managing internal and external relationships, including partnerships and collaboration

**10. Advisor to the Board and CEO:**

- a. Advise Senior Leadership on operational functions
- b. Act as a liaison between the CEO, Managing Director and the Board
- c. Prepare and escalate important matters to the CEO and Managing Director
- d. Ensure compliance with the Articles of Association/Trust deed and organize necessary meetings

**Qualifications:**

- Proven experience (12+ years) in a senior operational leadership role, preferably within the social sector or a related field
- Strong strategic thinking and problem-solving skills, with a track record of driving organizational growth and impact
- Excellent leadership and interpersonal skills, with the ability to inspire and motivate teams
- Sound understanding of financial management, budgeting, and resource allocation
- Demonstrated ability to navigate complex organizational challenges and drive change initiatives
- Experience in building and maintaining strategic partnerships with stakeholders and donors
- Degree in business administration, nonprofit management, or a related field; Chartered Accountant or MBA in Finance preferred.

**How to apply:** Interested candidates can submit their resume and a cover letter detailing their qualifications and motivation for applying to [officeofceo@satyarthimovement.org](mailto:officeofceo@satyarthimovement.org), with the subject line "**Chief Operating Officer - Satyarthi Movement for Global Compassion.**"

**To know more about SMGC, you can visit the below links:**

**SMGC Website:** <https://satyarthimovement.org/>

**SMGC Concept Note:** <https://heyzine.com/flip-book/2e5610292d.html>

**SMGC Introductory Video:**

<https://workdrive.zohoexternal.com/external/3deab81e683f902fcf1bb6d9c4c9c45139913bffb89d491dc5c2f3751543b1f>

**LinkedIn:** [Satyarthi Movement for Global Compassion](#)

**Instagram:** [SMGC Official](#)

**Facebook:** [SMGC Official](#)

**Twitter:** [SMGC Official](#)

**Note:** Satyarthi Movement for Global Compassion is an equal opportunity employer and actively encourages individuals from diverse backgrounds to apply.