



About the Organization

Are you passionate about working with people with Neuro-developmental Disabilities (NDD)?

FAME India is a not-for-profit organization set up in 2001, to enable and empower persons with neuro-developmental disabilities and their caregivers to lead a meaningful life.

FAME India (FI) focuses on building and maintaining skills of persons with neuro-developmental disabilities through early intervention; holistic education program which includes in house therapists, special educators, and counsellors.

We work to deliver continuous, high-quality engagement in the areas of daily living, life skills, vocational skills, social inclusion, recreation, health, safety and complete well-being for every individual in our community.

FAME aspires to be a center of excellence, setting benchmarks and open-source practices for the field of neuro-developmental disability, so that organizations everywhere can adopt proven approaches to improve quality of life for persons with NDD.

Job Summary

As an Executive Director, you will be responsible for directing FAME India to achieve its mission in line with its vision, and lead and influence the organization towards favorable growth.

You will also be expected to handle various management tasks like creating strategic organization plans, designing and directing strategies that support and enhance FI's organizational operations, managing the financials, ensuring the overall smooth functioning of the organization, etc.

You will be responsible for ensuring that staff members are aligned with the organization's mission and vision, and that the entire team, including partners, is working together to successfully achieve the organization's strategic objectives.

In addition, you will play a key role in building and nurturing strategic external partnerships in critical areas such as program improvement, fundraising, and sectoral collaborations that are consistent with and further FAME's vision.

Responsibilities

- **Lead strategic planning function to translate the vision of the organization.**
 - Develop strategic long and short-term plans to fulfil the vision of the organization, its objectives and goals.
 - Proactively anticipate and address challenges within FAME's internal operations as well as in the external environment insofar as they affect FAME's ability to deliver services, and develop appropriate risk mitigation strategies to ensure uninterrupted support to beneficiaries.
 - Ensure compliance with all applicable laws and regulations across the organization.
 - Be the public face of the organization to enhance both stakeholder and brand value.
- **Ensure enhancement of beneficiary satisfaction through activities implemented within the organization, and execute fulfilment of overall organizational goals.**
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 - Co-create strategies with the Board members (Leadership team) and guide implementation of new strategic initiatives. Support the Board of Trustees as may be required.
 - Forge and maintain strong relationships with partners, donors and other external stakeholders.
 - Build relationships with the Government, partner NGOs, academic community, donors, and technology organizations to enhance services for the beneficiaries.
 - Engage the target community by listening, surveying, studying, representing, involving and empowering caregivers and parents - through strategically designed initiatives.
- **Ensure financial discipline to ensure sustainability and overall health of the organization.**
 - Create annual budgets, ensure efficient fund utilization, prepare accurate financial analyses, highlight variances and lead budget reviews periodically.
 - Provide regular, transparent, and comprehensive reports to the Board on organizational performance and challenges.
 - Drive strong governance mechanisms within the organization.
 - Spearhead fundraising end to end, in line with the organization's vision and in close

alignment with Board members.

- Ensure that funding goals and relationships are robust enough to meet strategic goals and objectives.
- **Build and retain a strong team to leap to the next level of growth.**
 - Create and develop a strong, supporting leadership team, and lead them effectively to manage all critical technical and support functions.
 - Ensure employee friendly policies and procedures and ensure adherence to SOPs.
 - Reinforce a culture of innovation, empowerment, transparency, communication, and collaboration.
 - Ensure knowledge management and monitoring of beneficiary and employee satisfaction at pre-defined frequencies.
 - Establish and monitor key performance indicators to assess the team/organization's effectiveness.
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As our ideal candidate, you would have:

- A Bachelor's or Master's degree in Business Management or a related field
- 15+ years of work experience in the development or corporate sector, including significant senior management or leadership experience
- Ability to build and sustain strategic alliances
- Strong negotiating and conflict management skills
- Excellent communication skills
- Proven crisis and risk oversight and management capability
- Strong people management skills with a track record of developing teams
- A results-driven attitude