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**Job Description: Chief Operating Officer, FWWB India**

**Reporting to:** CEO, FWWB India, Indirect to Board of Trustees

**Based at:** Ahmedabad, Gujarat

Female Candidates Only

**Organisation Profile:**

[**FWWB**](http://fwwbindia.org/) (Friends of Women’s World Banking) India was promoted in 1981, as an affiliate of Women’s World Banking, a global network created to focus on the need for women’s direct access to financial services and recognising women’s role in building a nation’s economy.

**Job Profile:**

The Chief Operating Officer is responsible for leading overall strategic and operational responsibility for FWWB’s programs and will manage heads of programs of entrepreneurship, agriculture and credit assessment. She will work closely with the CEO and should have the capacity to handle CEOs work during absence and willing to take higher responsibility.

Key areas of responsibilities:

**STRATEGIC LEADERSHIP**

* Provide effective and inspiring leadership, as well as stewardship to team members of FWWB by being actively involved in all programs,operations and services
* Partner with the CEO to represent FWWB at various platforms and events

**PROGRAM LEADERSHIP**

* Provide programmatic leadership and input for all strategic planning processes for credit assessment, business development, entrepreneurship and agriculture focus areas
* Ensure that all program activities operate consistently and ethically within the mission and values of FWWB
* Identify opportunities for FWWB to leverage cross-program strengths to take advantage of new opportunities and/or to address organisational challenges
* Implement and lead a continuous quality improvement process throughout service areas, focusing on systems/process improvement
* Ensure adequate fund raising for the program activities in Women Entrepreneurship, FPOs and Agriculture, Climate Change, Water and Sanitation and promoting solar energy both debt and grant.
* Should have knowledge of handling FCRA projects, Domestic CSR projects.

**TEAM LEADERSHIP**

* Lead, coach, develop, and retain FWWB’s programs team with an emphasis on developing capacity in strategic analysis, planning and program budgeting leading to visible impact in the field for the low-income household women and small holder farmers.

**OPERATIONS & TECHNOLOGY**

* Responsible for preparing annual budgets, manage effectively within budget, and report accurately on progress made and challenges encountered
* Ensure the continued financial viability of FWWB’s programs through sound fiscal management including fund raise for credit and capacity building programs.
* Analyse the current technology infrastructure and scope out the next level of information technology and financial systems that support the growth of specific programs and the organisation overall

**Candidate Requirement:**

* Alignment with vision, values and ethos of FWWB
* Transparent and high integrity leadership with over 15+ years of experience with eight or more years as senior non-profit management experience in the social and development sector.
* Solid educational background with an MBA or similar advanced degree or MSW from a reputed University/College.
* Experience and expertise in developing financial products for microfinance organisations and parameters for credit assessment both in microfinance and FPO space.
* Diverse background and knowledge in financial inclusion and gender focused programs for entrepreneurship and agriculture
* Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
* Strong relationship builder and communicator with experience leading diverse work teams, developing an organisation-wide strategy for program excellence, engaging community partners
* Demonstrates integrity, strives for excellence in her work, and has experience of leading others to new levels of effectiveness and programmatic impact
* Passionate about FWWB’s mission and able to promote and communicate the philosophy, mission and values of FWWB to external and internal stakeholders.
* Excellent analytical and problem-solving skills
* Creativity and ability to work with limited resources
* Experience with Microsoft suite and other related software packages
* Strong written and oral communication skills

**Compensation Structure: Commensurate with the experience and expertise.**

**Please mail the CV and Cover letter to: fwwb@fwwbindia.org**