



## Associate - Special Projects

### The Global Education & Leadership Foundation (tGELF)

The Global Education & Leadership Foundation (tGELF) is a non-profit organisation that seeks to identify and nurture leadership skills in individuals rooted in the values of ethics, altruism, and have a bias for action. tGELF was officially inaugurated in 2008 by Dr. Manmohan Singh, the then Prime Minister of India. In the last decade, tGELF's flagship school curriculum on ethical leadership and entrepreneurship has expanded to over 3000 schools across 14 countries touching more than 3 million students. tGELF's community of future leaders and change-makers have also undertaken numerous high impact projects that have collectively impacted the lives of over 500 million people and raised over \$6.38 billion dollars in commitments from governments, philanthropists, corporations and multilaterals for the UN Sustainable Goals. tGELF's entrepreneurship initiatives have attracted over 600,000 applicants from around the world, given out about more than half a billion dollars in the form of perks and rewards and supports entrepreneurs with our entrepreneur ecosystem.



## Position Overview

We are looking for an Associate for Special Projects (ASP) as a dynamic addition to our team! This is a great opportunity for a hyper-motivated young changemaker determined to improve the state of our planet through entrepreneurship, education and business. You will get to learn about technology and organizational innovation from the ground up, alongside a team of incredibly driven and passionate people from across the globe!

The ASP will work on providing intellectual and executional support, aligned with the organization's overall missions, goals and targets. The ASP will run the logistics, operations, and the execution of the various programs through all stages of the project. You will work on multiple engagements at any given time and will also have other responsibilities, including coordinating global partnerships and overall community building of startups and innovators. You will be responsible for planning, overseeing and executing our active projects such as:

- Our flagship initiative launched in 2020, Entrepreneurship Sports Generation (ESG) is a one-of-a-kind global, sportified tournament for conscious entrepreneurship.
- The Entrepreneurship World Cup started out as an idea and now supports entrepreneurs globally. It is co-created by Misk Foundation, Global Entrepreneurship Network and tGELF.
- Values20 (V20) is a global community of values experts and practitioners that seeks to actively engage with the Group of Twenty (G20).



## Key Responsibilities

- Strategise and manage a detailed project schedule and work plan
- Manage the project-specific stakeholders and curate partnerships for ESG and V20
- Support the ESG online strategy and events
- Maintain and grow the existing influencer/advisor network for the organization
- Initiate and participate in a wide range of interventions, not limited to one-to-one meetings, proposals, events, intermediary networks and personal networking
- Conduct market research and identify the best global partners
- Create and manage deep engagement with top leaders, funders, experts and key government officials
- Oversee the creation of knowledge products across tGELF priority areas, including engaging in secondary research, speaking with experts and synthesizing data from multiple data points
- Collaborate with the respective teams (marketing, HR, partnerships, etc.) in the project planning and execution
- Support fundraising and donor management; building and managing consistent engagement with current and potential sponsors

## Required Qualification & Skills

- Individuals who have completed their undergraduate or graduate degree within the past four years
- Ability to solve problems creatively
- Experience seeing projects through the full life cycle
- Excellent written and verbal communication skills; ability to create high-quality outputs in a short period of time
- Strong working knowledge of Microsoft Office Suite and Google Workspace
- Strong interpersonal and stakeholder-facing skills including solid presentation and facilitation skills
- Good leadership skills and a good team player
- Ability to make important decisions under pressure; high adaptability
- Excellent organisational skills and the ability to manage various competing priorities
- Excellent analytical, critical thinking, problem-solving and time management skills
- Passionate to learn in fast paced environment
- Experience in marketing and/or visual communications preferred
- Online and offline events curation experience will be an advantage

**Remuneration:** Competitive as per industry

**Location:** Gurgaon, India; remote working may be considered on a case-to-case basis

**How to apply:** Please fill in the [application form](#)



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