

Head of Knowledge

Company Profile:

Samhita collaborates with companies to develop impactful corporate social responsibility (CSR) initiatives. We shape strategies, design programs, facilitate implementation, and assess the impact of projects. We also work with foundations and donor agencies to bring multiple stakeholders together to address critical social issues collectively and on a large scale.

Our core technology platform, [Samhita GoodCSR](#), revolutionizes the execution and monitoring of social sector projects. GoodCSR has been developed in collaboration with [Collective Good Foundation](#) (CGF) and is supported by the Bill & Melinda Gates Foundation and the Tata Trusts. We also work closely with CGF to provide comprehensive project management solutions in sectors such as healthcare, education, Water, Sanitation & Hygiene (WASH), and women's empowerment.

The Knowledge Head will report to the CEO and will be responsible for the following:

1. Creating a knowledge strategy for Samhita

- a. Articulating a short and medium term knowledge and research plan for Samhita, with the aim of achieving thought leadership in the sector, generating visibility for the platform and maximizing its impact
- b. Conducting dipstick surveys with key stakeholders to map their interests and needs from a knowledge perspective to identify themes, issues and topics

2. Building a knowledge base

- a. Authoring reports, articles and blogs
- b. Identifying credible sources of private and government data for CSR and various social sectors, and conducting complex data analysis to create evidence backed reports
- c. Curating evidence of impact and best practices (from India and global experience)
- d. Creating actionable models for different stakeholders from the knowledge base
- e. Generating a steady stream of reports, articles, blogs etc.
- f. Documenting processes and creating standardized templates for all stakeholders

3. Building institutional partnerships

- a. Explore opportunities to build strategic partnerships with relevant organizations such as universities, think tanks, expert organizations
- b. Liaising with NGOs and companies to understand their models and profile them through field visits
- c. Identifying and pursuing business development opportunities for bespoke research and reports

4. Knowledge dissemination and capacity-building

- a. Identifying opportunities to pro-actively disseminate knowledge outputs
- b. Representing Samhita at various events, roundtables, forums etc.

- c. Organizing sessions aimed at augmenting sector knowledge for internal and external stakeholders

Skills required:

We are looking for someone who is dedicated to meeting the expectations and requirements of internal and external customers, with high energy levels, and who naturally builds relationships. Candidate should be result oriented with a strong sense of ownership.

1. At least 12-15 years of work experience (preferably in Consulting, Advisory, Journalism, Media or Market Research roles). Candidates with an MBA would be preferred.
2. Strong experience of working with senior leaders with the ability to generate and communicate unique value propositions. An understanding of customers' needs and how to meet those needs. Practices attentive and active listening and can accurately restate the opinions of others even he/ she disagrees.
3. Stellar planning and organizing skills, with good time management skills and the ability to prioritize amidst various sometimes conflicting priorities. Excellent team working skills, with proven contribution to team goals and objectives.
4. Experience in independently managing a team/ division with end-to-end responsibility is preferred.
5. An analytical approach to solving difficult problems with effective solutions. Adept at scoping out length and difficulty of tasks and projects and an ability to break down process steps.
6. Ability to bridge the gap between the non-profit and for-profit worlds. Exposure to strategy, CSR and private foundations would be a definite advantage. Passion for the development sector and the communities we serve is a must.

If you would like to take up this challenge, then kindly send your resume to careers@samhita.org