

ygap Bangladesh Program Manager

Position Title: Program Manager

Reports to: ygap Bangladesh Country Director

Location: Dhaka

Length of Contract: 12 Months

Start date: July 1, 2018

About ygap:

ygap Bangladesh carries out impact activities of ygap Australia. As of today, 397 ygap impact entrepreneurs globally have significantly and measurably changed the lives of 589,389 people living in poverty across Africa, Asia and Australia by helping them with a better income, a better home, a better education or reducing their risk of suffering from preventable disease or violence.

ygap believes that challenges in Bangladesh are best solved with Bangladeshi solutions. We back early stage Bangladeshi impact entrepreneurs to take their social businesses from impacting between one hundred and a thousand people to impacting thousands and tens of thousands.

In 2015 we have launched our program in partnership with Build Bangladesh and have accelerated almost 60 social ventures so far. We have big plans for 2018, from launching the first-ever early-stage seed fund for social ventures in the country, to a female-led accelerator for female founders and as well as major partnerships with universities and financial institutions. This job is not for the faint of heart, but will be rewarding and ground-breaking in the context of the country's development as the home of social business. You are helping to write the next chapter in Bangladesh's story as a hub of social innovation for the marginalized and powerless.

The Person We Are Looking for:

We are looking for someone who can own the following roles!

- You are most likely to be a born and raised Bangladeshi. You understand your country, how things work and you are super passionate about seeing positive changes in Bangladesh. ygap backs local leaders with local solutions, so our Bangladeshi Program Assistant is going to play a powerful role along with the Program Manager and Country Director if they can propose and execute on local solutions!
- You are someone who backs up your words with action. You have worked with youth organizations or startups before and aware about the startup ecosystem of Bangladesh.

- You think local Changemakers rule. We believe passionately that local social entrepreneurs provide the best solutions to poverty, and you will love supporting the ygap entrepreneurs as they grow their ventures.
- You are a networker. Not in a bad way, but in an 'I know lots of people and can connect ygap Bangladesh to some amazing partners' kind of way.
- You hate bureaucracy but you love systems. You are organized, and have a love for good processes!
- You will be super consistent, reporting clearly and as much as needed to the ygap Bangladesh Country Director.

Role Description:

The ygap Bangladesh Program Manager will work with the Country Director for day-to-day management and support to the organization. This position plays a vital role in growing and developing the organization into the future.

Specific Responsibilities:

- Assist the Program Manager in the FIND and ACCELERATE phase of ygap Bangladesh's programs in terms of logistics, coordination and arrangements. (25%)
 - Arrange meet ups and do follow ups, basic data collection and analysis as part of the SUPPORT phase for entrepreneurs. (30%)
- Manage the PR outreach efforts and social media accounts for ygap Bangladesh along with helping the Creative Director for providing service to the entrepreneurs (15%).
- Report to the Program Manager and together, ensure that the organization meets the expectations, obligations and requirements of funding bodies and relevant authorities as well as the development and maintenance of systems to improve the efficiency and effectiveness of ygap Bangladesh. (20%)
 - Attend relevant meetings, conferences, forums and other opportunities as an official representative of ygap Bangladesh along with the Program Manager and Country Director (10%)

Specific Objectives of the Role: □

Entrepreneur Engagement

- Co-organise the ygap Bangladesh Accelerators, including all logistics, media and communications relating to the event. This also includes responsibilities of the recruitment of entrepreneurs.
- Coordinate the Entrepreneur Support network, including the Facebook group, managing the logistics and communication for the network of entrepreneurs for a period of 12 months following the Accelerator and support thereafter.
- Assist in planning and organizing field visits to various locations throughout Bangladesh to bring advice, support and monitoring to existing entrepreneurs and to undertake recruitment drives for future ygap programs.
- Set meet-ups and do follow ups with the entrepreneurs on a monthly basis. Collect basic data, give inputs, do analyze and prepare reports on that basis.

Media and Communications

- Draft media releases for relevant print, web and radio outlets and participate in media interviews as required.
- Oversee the strategic use of the ygap Bangladesh website and manage social media accounts as required.

Financial Management

- Maintain compliance with the organization's funding agreements, including completing financial and narrative reports as required by donors.

Relationship Management

- Support in maintaining liaisons with potential and existing donors, stakeholders and/or partner organizations, including impact investors and pipeline partners.
- Attend relevant meetings, conferences, forums and other opportunities as an official representative of ygap Bangladesh by accompanying Program Manager and Country Director.
- Represent ygap Bangladesh at a local and national level.

Administration

- Keeping the administrative systems running that ensure the smooth day- to-day operations of ygap Bangladesh
- Understand and comply with all relevant legislation and guidelines as they apply to ygap Bangladesh.

Benefits and Compensation:

Salary Package: Negotiable Based on Experience

Travel: All work-related travel is covered

Phone/Internet and Lunch is office provided.

How to Apply:

Please email Bangladesh@ygap.com.au with your CV, a link to your LinkedIn profile, and a cover letter explaining why you believe you would be a good fit for the role.