

Job Listing

# Senior Operations Manager

Bangalore



Hey, we're looking for a Senior Ops Manager with a strong contextual understanding of working in the social impact space.



## ***Quick Overview***

You will be closely working with the Head of Ops to orchestrate all projects and initiatives run by the studio. You will be controlling the pace, timelines and execution plans of multiple projects. The role requires a combination of meticulous project management skills and ability to build meaningful relationships with our partner organisations.





# *What matters to us*

How you've approached your work over the past 5-7 years in your professional career

If you've had at least a few years of professional experience working in the social impact sector

Understanding of how teams and organisations in the social sector function

If you're able to micro-manage layered tasks with multiple role-players involved

How you navigate day-to-day curve balls and take tasks to the finish line

Your control over time, time allocation and management

If you're able to adapt to different working styles (of partner organisations) and design processes that work for all

Your take on efficiency, and how you adapt to and integrate tools to maximise efficiency



# ***What doesn't matter to us that much***

If you haven't "technically" worked in operations before (but have a good understanding of it)

If your previous roles were in different departments within an organisation

Where and what you've studied  
(We will prioritise your real-life experiences over the theories you've picked up)

Your exact years of professional work experience





## ***About Studio Subu***

We specialise in solving communications and design challenges faced by organisations in the social impact space. We work with some of the most reputed organisations, philanthropists, and foundations across India and overseas who are deeply invested in driving social change. Our solutions help them boost their fundraising, recruitment, partnership and org expansion efforts.

We've been around for 9 years and engaged with over 200+ organisations across India. We work on varied types of projects, run capacity-building programs, and host bootcamps + conferences throughout the year. The rest is on our website (We are low-key on social media. You won't learn much about us there).

[studiosubu.com](https://studiosubu.com)





# *What working at Studio Subu will feel like*

We are a small team that runs like a SWAT team, doing limited, targeted projects. You will be a part of a lean Operations team led by Siddhika (Head of Ops). The team functions at an extremely fast pace, following a rigorous planning and implementation process. It will feel like working in a high-intensity kitchen.

If you don't have your processes in place, it will be a steep learning curve. However, the team will always have your back. Our studio has a reputation for maintaining extremely high standards of quality and precision across all aspects of our work. While it will be intensive, if you hack it, you will love it.





# **Perks of working at Studio Subu**

We don't work on weekends. We want you to have a life after 5pm. Our hours are relatively flexible, as far as you put in the grind and get the job done. We don't do WhatsApp for work stuff. We mostly work remotely, but fly down to hang together once a quarter. The team will feel relatively flat in hierarchy.

Your opinions and suggestions matter, and they will be heard (if you've thought them through and if they make sense). The work we do helps drive meaningful impact in our society, it will make you feel good.

***Send across your resume, linkedin profile and a 250-word honest write up on your explorations in chasing efficiency in your work process.***

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