

## Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well across India and KHPT became a learning site for innovative approaches. We work primarily in the fields of Adolescent Health, Child Health & Nutrition, TB & Respiratory Health, NCDs (Diabetes, Hypertension Mental Health), Women Health and Urban Health

KHPT is seeking application for the following position.

### Deputy Chief Executive Officer (Dy. CEO)

**Location:** Bengaluru, Karnataka

**Reports to:** Chief Executive Officer

**Succession Track:** This is a strategic leadership position designed to groom the incumbent to take over as the Chief Executive Officer of KHPT.

## Roles and Responsibilities

### Role Overview

The Deputy CEO will play a pivotal role in steering KHPT's strategic direction, strengthening programmatic delivery across its thematic areas, enhancing operational effectiveness, and fostering innovation throughout the organisation. Working closely with the CEO, this position will help drive KHPT's mission and long-term sustainability, while actively preparing to take on the mantle of CEO in the future. The role calls for a dynamic, mission-aligned leader capable of navigating complexity, inspiring teams, and creating lasting impact.

In addition, the Deputy CEO will spearhead resource mobilisation efforts, cultivate and strengthen strategic donor partnerships, and drive the diversification and expansion of funding streams, positioning KHPT for long-term financial resilience. In this capacity, the Deputy CEO will work in close collaboration with and be supported by the CEO.

### Key Responsibilities

#### **Strategic Leadership and Program Excellence**

- Co-lead the development and execution of KHPT's multi-year strategic plan, ensuring alignment of thematic priorities with long-term goals.
- Oversee consolidation and performance of thematic programs, ensuring quality, relevance, and measurable impact.
- Facilitate collaboration between thematic teams to ensure synergy and avoid silos.

- Review and monitor program performance through KPIs, strategy and action plans, report findings and recommendations to the CEO.
- Promote innovation and continuous improvement within program design and delivery.

### **Financial Management & Compliance Oversight**

- Ensure robust financial planning, budgeting, and efficient resource utilisation across all thematic areas, in collaboration with finance and program leads.
- Monitor financial performance and ensure alignment with donor agreements, internal policies, and long-term sustainability objectives.
- Oversee adherence to all statutory compliance requirements, including income tax, labour laws, GST, and other applicable Indian regulations.
- Ensure full compliance with FCRA provisions, including timely filings, renewals, and utilisation tracking.
- Strengthen internal financial controls, risk management systems, and accountability frameworks to safeguard organisational resources.
- Present regular financial performance updates to the CEO, Board, and governance bodies to inform strategic decision-making.

### **Stakeholder and Partnership Management**

- Build, strengthen, and strategically expand KHPT's relationships with donors, senior government officials (at Principal Secretary/Commissioner level or equivalent), corporates, peer organisations, and sector networks.
- Ensure timely, consistent, and high-quality engagement with stakeholders, including reporting, compliance, and information sharing as per commitments.
- Foster long-term, trust-based partnerships that advance KHPT's thematic areas and organisational objectives.
- Represent KHPT at high-level forums, policy dialogues, and strategic platforms to enhance the organisation's visibility, influence, and thought leadership in public health and related domains.
- Coordinate with internal teams to align stakeholder engagement with programmatic priorities, advocacy efforts, and organisational positioning.

### **Fundraising & Resource Mobilization**

- Lead the development and execution of a comprehensive fundraising strategy to support KHPT's thematic areas and long-term sustainability.
- Proactively identify, research, and cultivate new funding leads from diverse sources, including bilateral and multilateral agencies, philanthropic foundations, corporates, and high-net-worth individuals.
- Build and nurture high-value, trust-based relationships with donors, securing significant multi-year commitments, ensuring alignment between KHPT's mission and donor priorities.
- Diversify funding streams to reduce dependency on single sources and expand both domestic and international partnerships.

- Collaborate with both program and shared services teams to design compelling proposals and budgets aligned with donor priorities and organisational capacity.
- Represent KHPT in high-level donor forums, networking events, and strategic partnership platforms to enhance credibility and visibility.

### **Organizational Development and Performance Management**

- Institutionalize the use of dashboards and performance data to support strategic decision-making.
- Support thematic leads in setting goals, defining performance metrics, and strengthening team accountability.
- Promote a results-oriented, values-driven organizational culture.
- Lead cross-functional initiatives that enhance efficiency, internal collaboration, and staff engagement.

### **Leadership Development and Succession Building**

- Mentor and build capacity of senior team members to lead their themes with ownership and accountability.
- Develop a strong second line of leadership through structured coaching, exposure, and delegation.
- Take on progressive strategic responsibilities as part of the transition pathway to CEO.

### **Organizational Stewardship and Culture**

- Uphold and champion KHPT's mission, values, and standards across all aspects of work.
- Safeguard organizational reputation and compliance with policies and regulatory frameworks.
- Lead with integrity, foster ethical leadership, and contribute to a learning and inclusive organizational culture.

## **Qualification, Skills & Competencies**

### **Required**

- Master's degree in Public Health, Business Administration, Management, Social Sciences, Development Studies, or related fields.
- Minimum 15 years of progressively senior experience, including program delivery, strategy development and leadership roles.
- Proven ability to lead and manage large, multi-sectoral programs, budgets, teams, and complex operations.
- Demonstrated track record in fundraising, sourcing new leads, building and sustaining donor relationships and securing significant multi-year commitments.
- Experience in engaging with government stakeholders at senior levels (Principal Secretary, Commissioner, or equivalent).
- Strong understanding of performance frameworks and organisational development.

## **Competencies and Attributes**

### **Leadership and Vision**

- Strategic thinker with the ability to translate vision into action.
- Demonstrated success in leading complex programs and managing change.

### **Communication and Representation**

- Outstanding written and verbal communication skills.
- Confident in engaging with diverse stakeholders and representing the organization externally.

### **Interpersonal and Cultural Sensitivity**

- High emotional intelligence and collaborative leadership style.
- Ability to work effectively across diverse teams and contexts.

### **Operational Acumen**

- Strong understanding of program management, finance and compliance.
- Proficiency in data-driven decision-making and monitoring systems.

### **Preferred**

- Experience in public health, development sector, or senior leadership roles in the private sector with transferable skills.
- Exposure to leadership succession or CEO-track responsibilities.

**Note:** This job description outlines the core responsibilities and qualifications for the role. It is not exhaustive and may evolve with organizational needs. The Dy. CEO is expected to demonstrate flexibility and take on additional responsibilities in alignment with leadership development and organizational goals.

## **Remuneration**

Remuneration will not be a constraint for the right candidate.

## **Equal Opportunity**

KHPT is an equal opportunity employer and is committed to creating an inclusive and equitable workplace. We welcome applications from all qualified individuals regardless of gender, background, or identity.

## **How to apply**

Prospective candidates should submit their applications to [recruit-dy.ceo@khpt.org](mailto:recruit-dy.ceo@khpt.org) along with a detailed covering letter. Please refer to the detailed job description of the position on our Current Openings page at <https://www.khpt.org/work-with-us/>.

## **The deadline for submissions is 30-Sep-2025**

**P.S.** If you have any questions, please feel free to reach out to us at the email provided in the job posting. We will respond within three working days.

