

Founder's Office Intern

Sanjhi Sikhiya Foundation | 3–6 months | Tricity / Patiala / Hybrid
Stipend – To be discussed at offer stage

Building an organisation that transforms public education across Punjab is not just strategic work. It is relentless, creative, and deeply human. That's where you come in!

At Sanjhi Sikhiya, the Founder's Office is where the most complex, high-stakes, and cross-cutting work happens. You will work directly with the co-founders and senior leadership on fundraising, strategic initiatives, organisation building and new ideas that are still taking shape. You won't be handed a neat to-do list. You will help build one.

This is a role for someone who thrives in ambiguity, thinks in systems, and wants to see how a fast-growing nonprofit is actually run from the inside; the strategy, the messiness, and everything in between.

What you'll actually do:

Work at the heart of fundraising and partnerships

- Support the co-founders in executing fundraising strategy across Punjab and with international donors in the US, UK, and diaspora networks
- Research potential funders, prepare briefing documents and draft follow-up communications before and after donor meetings
- Build and maintain a living database of foundations, CSR leads, HNIs, and diaspora contacts with giving history and preferences
- Prepare pitch materials, concept notes and funding proposals for donor conversations

Drive strategic new initiatives

- Contribute to the ideation and early execution of new programs or organisational initiatives in collaboration with cross-functional teams
- Research global models and practices of systemic interventions in education and translate findings into actionable insights for the team
- Help prototype new ideas, whether that's an event, a storytelling campaign, or an internal tool and take them from concept to first version

Strengthen the organisation from the inside

- Streamline processes and introduce new systems that improve how the team and stakeholders experience working with Sanjhi Sikhiya
- Support the documentation of SOPs, program processes and internal knowledge systems to manage institutional memory
- Assist with data analysis for organisational decision-making: fundraising data, financial analysis, impact metrics, and board reporting

Be the founder's extension

- Respond to urgent, unpredictable needs and adapt quickly to shifting priorities as they emerge
- Draft communications, prepare briefings, and manage follow-ups so the founders can move faster
- Represent the Founder's Office in cross-team conversations and keep projects moving when attention is divided

Projects you could own:

- Build a comprehensive giving community strategy for Punjab: mapping individual donors and CSR partners who give consistently
- Conduct a secondary research study on systemic interventions in education globally and produce a working paper
- Design and prototype an AI-powered tool for donor intelligence, narrative generation, or knowledge management
- Lead an ethnographic study of the challenges, needs, and aspirations of young people in rural and urban Punjab
- Research and produce a policy brief on state education policies in Punjab over the last 50 years and their impact at the primary level
- Create a strategic planning document for a new program vertical: volunteering, alumni engagement, or diaspora connection
- Support the development of district and organisational advisory boards, including mapping and outreach to potential members

You'll walk away with:

- **Direct mentorship from the co-founders and senior leadership:** not filtered through layers, but from the source
- **Exposure to every function of a growing nonprofit:** fundraising, program design, partnerships, compliance, communications, and governance
- **Real strategic experience:** proposal writing, stakeholder management, and decision-making at the highest level of the organisation
- **A strong foundation** for anyone who wants to build their own organisation, enter the social sector, or move into public policy
- **A reference** from a team that will have seen you do genuinely consequential work

You're a good fit if you:

- Are a **graduate** or current student in international development, social sciences, public policy, management, or a related field
- Have previous leadership experience and are comfortable with **end-to-end project ownership**
- Think in systems, synthesise information quickly, and can turn research into clear recommendations
- Are a strong communicator; in writing and in a room and can adapt your voice for different audiences
- Are comfortable with ambiguity, fast-paced environments, and the fact that priorities can shift without warning
- Are **proficient in Google Suite, MS Office**, and comfortable with data; familiarity with online research tools is a plus
- Know **Punjabi**, or want to learn, proficiency is a meaningful advantage in this role
- Want your internship to leave something behind, not just fill a line on your CV

Apply Now:

<https://sanjhi.keka.com/careers/jobdetails/14859>

We cannot promise it will be easy, but we can promise it will be worth it.