

OFFICE OF THE CEO & CO-FOUNDER

Founders' Associate

Co-drive strategy and operations alongside our CEO at a solar-irrigation social enterprise, with a real path to **Chief of Staff**.



CONTRACT

Full-time

12 months, renewable

LOCATION

Fully remote

Within ±6 hours of IST

EXPERIENCE

2–5 years

PAY

Commensurate

with experience; shared
individually with candidates

START

1 Dec 2026 – 1 Jan 2027

REPORTS TO

Amit Saraogi, CEO
& Co-Founder

Apply by 20 October 2026

Interviews run on a rolling basis, so the earlier you apply, the better.

APPLY EARLY

On a mission to empower **1 million farmers** by 2035.

Oorja is an award-winning social enterprise and **Farming-as-a-Service** company working where sustainable agriculture meets clean energy. Since 2016 we've used decentralised solar PV to give farmers in India affordable, solar-powered irrigation and climate-smart services, replacing diesel, raising productivity and incomes, and building climate resilience in rural communities.

2016

Founded

1M

Farmers by 2035

India

Uttar Pradesh



Before: diesel pumps hauled from field to field



With Oorja: clean, shared solar irrigation



A NOTE FROM AMIT, CEO & CO-FOUNDER

"I care far more about how you think and operate than about your CV. I'd rather hire someone who is obviously the right person with less conventional experience than someone with the right résumé and none of the underlying traits."

The role means different things at different companies, so here is exactly what it is, including the parts that might put you off. If you read to the end and still want it, let's talk.

Part operator, part **strategic partner** to the CEO.

You'll own the operational backbone of head office and work day-to-day with the CEO on the most strategic parts of the business: board management, fundraising (institutional and grant), partnerships, corporate communications and business-model thinking. You bring structure to high-stakes decisions and make sure things get done, inside the team and with external stakeholders.

01

Run how the company runs

Hold the cadence: daily stand-ups, weekly leadership meeting, monthly 1:1s with function heads, the annual calendar of board meetings, budgets, grant deadlines and our Series A timeline. Own the backbone of finance and HR ops, legal and governance, and internal systems. Hunt friction and inefficiencies, and make Oorja properly AI-native by working with our Product Analyst to integrate technology in our operational systems.

02

Co-own high-level decision making

Board meetings, investor and donor updates, grant submissions, partner negotiations, institutional fundraising, international conferences and summits. You're able to pitch Oorja in any setting, you're the last check before anything leaves the office, and you co-write memos with the team and the CEO.

03

Own special projects end to end

Each quarter, you own the delivery of something that really matters for Oorja: our next grant, mapping and pitching institutional investors, a partnership MOU, a compensation framework, a team offsite. You build these with the CEO, from funder criteria to the technical and financial narrative.

Key responsibilities

Company operations & HR

- Head-office admin, with **delegated authority** for day-to-day decisions
- Performance management: KPIs, tracking, evaluations
- Vendor and procurement relationships and renewals
- Knowledge management across our Master Drive

Board management

- Own board meetings start to finish: agendas, decks, minutes, follow-ups
- Keep the board informed of key decisions, strategic pivots and interventions between meetings, with **no surprises**
- Track decisions, actions and resolutions to completion

Corporate communications

- Investor updates, newsletters and stakeholder letters on the CEO's behalf
- Consistent brand and messaging across web, decks, social and press
- Media and PR coordination; internal comms

Strategy & analysis

- Market and competitor research to inform expansion
- Pricing, utilisation and margin analysis to sharpen **unit economics**
- Scope new projects: resourcing, timelines, milestones

Finance, legal & compliance

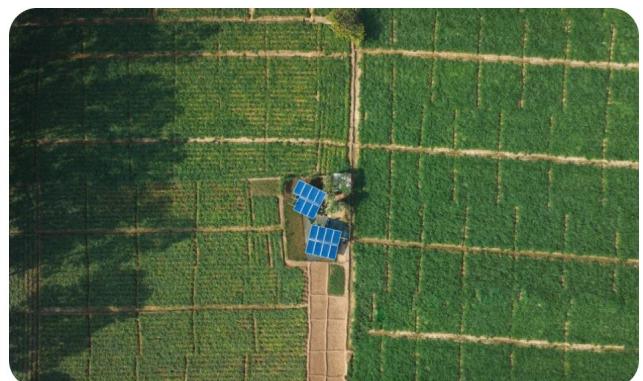
- Budget vs. actuals tracking with our finance manager
- Run the **monthly close** end to end with our Senior Finance Manager, and make decisions from the budget vs. actuals reports
- Coordinate legal, finance and compliance advisors
- ESOP administration: cap table, grant windows, deadlines

Fundraising & investor relations

- Build the pipeline: investors, DFIs, foundations, grant funders
- Prepare rounds: projections, data rooms, due diligence
- Draft and submit **grant applications** and reporting

Partnerships

- Pipeline across corporates, government, financial institutions and NGOs
- Negotiate and draft **MOUs and agreements**
- Make sure joint commitments actually get delivered



Visibility → ownership → impact

DAY 30

Visibility

You've familiarised yourself with our complex operational processes, you've built a full map of every recurring obligation, each with an owner and a deadline and you have control of the key priorities for the next 3 months.

DAY 60

Ownership

Leadership cadence running properly (daily, weekly, monthly and quarterly check points are well designed and led by you): agendas out early, decisions logged, actions chased to closure.

DAY 90

Impact

One process automated and adopted (field team process digitisation), one special project delivered (fundraising), one board cycle fully owned, and measurable hours off the CEO's calendar through direct delegation to you.

WHO YOU ARE

You'll thrive here if you...

Fix things proactively. You can spot broken or inefficient processes, flag them, and rebuild them in a better way.

Ask before going heads-down. An hour understanding why always beats a week confidently going the wrong way, especially in an organisation with operational processes as complex as ours. You observe first, then jump into action.

Close loops. An open item bothers you. You're a strong project manager and task master, and you follow up without anyone needing to remind you.

Read the small print. Grant conditions, contract clauses, budget footnotes. You pay close attention to detail, because you know it matters in a resource-constrained environment.

Are properly tech-savvy. You've automated something in your own life just because it annoyed you, and you're curious what AI agents can really do.

Chase kindly. A scientist, a field manager or an investor, the fourth time, for the same number, without them resenting it.

MUST-HAVES

- **Numbers:** financial modelling, unit economics, IRR/NPV, budgets and BvA; strong skills in Excel/Sheets (you'll also learn on the job, but we're looking for someone with a strong foundation)
- **Writing:** excellent English for grants, investor updates and reports
- **Project & stakeholder management** across many workstreams
- **AI fluency:** prompts, workflows, light automations
- **Discretion & judgement** with sensitive, high-stakes information incl. but not limited to HR and legal matters, or even some key strategic projects

ALSO VALUED

- **Decks & design:** board-ready slides and one-pagers (Canva, PowerPoint/Slides, Claude design)
- **Public speaking** to investors, officials and partners
- **Research:** market and competitor analysis, structured problem-solving
- **Resourcefulness** in a fast, lean startup where things can evolve quickly, and where everyone is required to be flexible when it comes to their job description
- **Cross-cultural fluency** across Asia Europe and beyond. You don't need prior work experience in India, but you do need to understand cultural sensitivities and be ready to listen, adapt and learn the codes.



READ THIS BEFORE APPLYING

This is not a standard role.

A lot of it is unglamorous

Some days the most valuable thing you do is chase four people for numbers or fix a broken invoicing process. Done well, nothing breaks and nobody notices.

Accountable for what you don't control

You own board prep, but not the department heads who owe you inputs. Your tools are foresight, persistence, and being easy to be chased by. You are a people person and know how to build strong relationships which enable you to be productive.

You won't set strategy in year one

Strategy sits with the CEO, the board and sector veterans. You'll sharpen it and make it land. Influence on the big calls comes with time.

Two very different worlds

A UK-registered social enterprise and field operations in rural Uttar Pradesh. You'll be as at home in a board deck as on a call with a field manager.

Working with the CEO

He moves fast and he'll expect you to keep up. In return you get real trust and autonomy early; this role offers the potential to step up to a CXO-equivalent role very quickly.

HOW TO APPLY

Sound like you? Let's talk.

Email your CV and LinkedIn to careers@oorjasolutions.org with the subject **"Founders' Associate – [Your name]"**, plus short answers to at least two of these three questions:

- 1** Tell us about something (a task, a process, a procedure) broken, repetitive or inefficient you fixed or improved. What was it like before, what did you change, and was it still working six months later?
- 2** What have you gone unreasonably deep on, where you probably know more than anyone else in the room?
- 3** Of the two halves of this role (the operating machinery and the strategic special projects), which do you want to be judged on at the end of year one, and why?

Deadline: 20 October 2026 · Rolling interviews, so apply early

We read every application ourselves and we are primarily looking to understand who you are and how you think (imperfections welcome), rather than an AI generated template.

BACKED BY FUNDERS AND PARTNERS INCLUDING



www.oorjasolutions.org