

Surabhi Jain

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Qualification Summary

- *Program Management:* Designed, implemented, managed, and evaluated workforce training programs at 50 sites across the US impacting over 5000 individuals since 2015
 - *Program Evaluation:* Experience designing and conducting program evaluation, impact studies, and outcomes management for over 100 organizations in the past 13 years
 - *Capacity Building and Technical Assistance:* Designed and delivered on-site and virtual technical assistance and capacity building to 30-40 organizations annually to help start, enhance, and expand their workforce development programs
 - *Stakeholder Engagement:* Cultivated 10 new corporate funder relationships and grew existing partnerships to expand vocational training for Latinos in non-traditional sectors
 - *Fundraising:* Raised over \$10 million in three years to implement innovative programs
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Work Experience

Ed-Works, LLC, Chicago, IL

Principal

2009 – Present

- Designed after-school STEAM-focused program for middle and high-school students in Honolulu, Hawaii
- Designed culturally and linguistically responsive vocational training program in the health care and agriculture sector for Micronesian immigrant women in Honolulu, Hawaii
- Conducted evaluation of vocational training and youth-focused programs in Hawaii, funded by the U.S. Department of Housing and Urban Development
- Conducted program evaluation of small-business development training program for youth in Kenya, funded by USAID
- Created survey instruments, conducted focus group discussions, analyzed data and wrote report
- Re-designed workforce development strategy for organizations in India, Washington, DC and Minnesota
- Wrote grant proposals and successfully fundraised over \$ 1 million for non-profit organizations

UnidosUS, Chicago, IL

Senior Director, Adult Education and Workforce Development

2019 – 2020

Operation and Strategy Development

- Hired, trained, evaluated, and managed multiple staff members and consultants
- Managed day-to-day operations, designed and led strategy for the team
- Designed fundraising strategy for the department; engaged corporate and foundation partners
- Developed cross-department programs that integrated multiple issue areas and fostered collaboration
- Focused on increasing the visibility of the adult education and workforce development team through the Workforce Development Forum and speaking engagements at other Conferences

Relationship Management

- Maintained relationship with grantee organizations and other non-profit organizations; provided technical assistance and capacity building

Program Management

- Developed content and curricula for contextualized digital literacy and job readiness training
- Engaged in designing and conducting program evaluation
- Continued managing programs focused on education and training in the financial services sector, customer service sector, basic literacy, job readiness, and digital literacy

Director, Workforce Development

2014 – 2019

Operations

- Upsized the workforce development team from one staff to four staff members and multiple part-time consultants within three years; hired, trained, evaluated and managed staff
- Re-launched the Workforce Development Forum with increased visibility and new content
 - Increased sponsorship from one sponsor to seven sponsors, and generated \$100,000 in profit

Relationship Management

- Maintained relationships with key stakeholders – corporate partners, government agencies, end-users, non-profit organizations, and evaluators – for program implementation

Program Management

- Engaged in sub-grantee management: selected sites, and oversaw program implementation
- Developed content, planned and hosted annual peer networking events, quarterly conference calls and webinars with sub-grantee organizations, non-profit partners and other stakeholders
- Wrote funding concept notes, grant proposals and grant reports

Manager, Career Pathways Initiatives

2009 – 2014

- Designed and implemented new adult education and workforce development programs; conducted program evaluation and documented results
- Managed multi-year corporate and federal grants that included grantee management, budget and financial management, program development and evaluation
- Maintained and expanded partnerships with corporate and government funders, and sub-grantees
- Expanded the Career Pathways Initiatives to include multiple industries, varied community-based organizations, and innovative program designs
- Identified new funding opportunities, wrote grant proposals and grant reports

Workforce Coordinator

2007 – 2009

- Conducted labor market research to expand workforce development initiatives
- Managed 10 vocational training programs in the health care and customer service sector
- Conducted monitoring site visits and provided customized technical assistance
- Wrote grant reports and funding proposals
- Assisted with implementation of the Workforce Development Forum

Workforce Analyst

2006 – 2007

- Conducted labor market to make program and policy decisions
- Identified policy and program intersections at the local and national level
- Managed two health care vocational training programs

EMPath (formerly The Women's Union), Boston, MA

2004 – 2006

Research Assistant

- Conducted labor market research and created programs to connect low-income women with high-wage, high-demand jobs in the non-traditional sector in the greater Boston area
- Co-authored labor market research reports and policy papers focused on helping low-income women access and succeed in workforce training programs

United Nations, New Delhi, India

Research Assistant

2002, 2005

- International Labor Organization, India: Conducted labor market research on the informal garment industry in India; interviewed various stakeholders; drafted recommendations and wrote reports

- UNICEF, India: Led a team of four research assistants to evaluate the Health and Sanitation Initiatives implemented by the Government of India; conducted interviews and focus group discussions to draft recommendations; presented findings to UNICEF and Government of India

Education

Sector Skills Academy Aspen Institute	2007
Master of Arts, Sustainable International Development Brandeis University, Waltham, MA	2006
Bachelor of Science, Economics Purdue University, West Lafayette, IN	2004

Skills

Computer: Proficient in MS Office and online project management tools
 Languages: Proficient in English and Hindi; basic understanding of Spanish (oral and reading)
 Evaluation: Knowledge of qualitative and quantitative evaluation processes

Board Affiliations

U.S. Department of Labor, CareerOneStop Advisory Council	2014-Present
Alumni Board, Brandeis University	2011-2014
Board Member, Chicago Women in Trades	2009-2013

Publications

- Latinos @ Work: Contextualized Digital Literacy and Job Readiness (curriculum)
- Latinos in Finance: Jobs in the Financial Services Sector (curriculum)
- Out-of-the-Box Training Programs: Resources and Case Studies
- New Directions in Workforce Development: Do They Lead to Gains for Women?
- School Sanitation and Hygiene Education Project: Schools as a Focal Point for Change
- Achieving Success in the New Economy: Which Jobs Help Women Reach Economic Self-Sufficiency in Massachusetts?