

Job Description – Strategy Manager

Position: Strategy Manager

Department: Strategy

About the Company:

NAVNEET TOPTECH is a rapidly growing edtech focused on digital education solutions for schools and students in India. Founded in 2008, NAVNEET TOPTECH is a 100% subsidiary of Navneet Education Limited. We aim to innovate and provide solutions beyond the traditional chalk & board method, fostering a conducive digital learning environment for schools. Having collaborated with 4000+ schools across CBSE and Maharashtra State Board, NAVNEET TOPTECH is committed to delivering exceptional digital learning solutions.

Role Overview:

The Strategy Manager will work closely with the CEO as a strategic execution partner, helping translate leadership vision into actionable plans and measurable outcomes. This high-impact role focuses on strategic planning, cross-functional alignment, partnership development, and special initiatives to accelerate growth across products, platforms, and markets while enabling effective decision-making at the leadership level.

Key Responsibilities:

Strategic Planning & Execution

- Partner with the CEO to structure, operationalize, and execute strategic initiatives across Navneet TopTech products and platforms.
- Drive annual visioning, quarterly strategic planning, and monthly MIS reviews.
- Track progress of key initiatives, ensure timely decision-making, and prepare reports for CEO and leadership reviews.
- Develop high-quality strategy briefs, dashboards, and insights for senior management and board discussions.

Partnership Discovery & Engagement

- Identify and evaluate strategic partnerships with schools, school networks, technology providers, and institutional partners.
- Support the CEO in partnership discussions, deal structuring, and execution follow-through.
- Coordinate with internal teams for pilots, integrations, and rollout of partnerships.
- Ensure partnerships align with long-term business and product strategy.

Cross-Functional Collaboration & Alignment

- Act as a neutral integrator across Product, Academics, Technology, Sales, Marketing, and Implementation teams.
- Drive clarity on ownership, priorities, timelines, and dependencies across functions.
- Ensure leadership decisions are clearly communicated and executed through HODs.
- Identify and surface risks, bottlenecks, and dependencies proactively for resolution.

Special Projects & CEO Office Initiatives

- Lead or support high-impact initiatives such as new growth opportunities, market entry strategies, and strategic pilots.
- Support organizational design, process improvement, and transformation initiatives.
- Represent the CEO in selected internal or external forums as delegated.

CEO Bandwidth Enablement

- Own coordination, analysis, and follow-ups on critical initiatives to enable CEO focus on growth and long-term vision.
- Present structured options, implications, and recommendations to support high-quality decision-making.
- Enable faster execution while maintaining organizational clarity and discipline.

Requirements:

- Strong strategic thinking and problem-solving capabilities.
- Excellent written and verbal communication skills with leadership-level clarity.
- Strong analytical skills with commercial acumen and data-driven approach.
- Ability to operate across strategy formulation and execution seamlessly.
- High emotional intelligence, discretion, and stakeholder management skills.

Experience:

5 – 10 years of experience in strategy, consulting, operations, or high-growth EdTech / SaaS organizations, with exposure to senior leadership or founders.

Educational Qualification:

Bachelor's degree in Business, Finance, Education, or a related field.

Preferred:

- MBA from a reputed institute.
- Experience in EdTech, Education, SaaS, or Digital Platform businesses.
- Entrepreneurial mindset with a strong bias for action and impact at scale.

To Apply:

Interested candidates can share their profile at [**hr@navneettoptech.com**](mailto:hr@navneettoptech.com)