



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Manager - Alumni Engagement and Stewarding
Reporting to	Head, Alumni Relations
Will also work very close with	Dean / Associate Deans of Alumni Relations, BITSAA International, Donors, Students, and Faculty
No of positions	One
Job Location	Pilani
Job Purpose	Manager – Alumni Engagement and Stewarding would be responsible for leading and scaling the alumni engagement programmes of BITS Pilani and for ensuring world-class stewardship of donors at every gift level. The role would require a person who can design a portfolio of meaningful engagement opportunities for alumni – across regions, batches, professional networks, and affinity groups – and who can simultaneously build a structured, calendar-driven stewardship programme that retains donors and deepens their lifetime engagement with the institute. The role would also require the person to manage a team and to work closely with internal divisions, departments, and offices across all campuses, BITSAA International chapters, and global alumni volunteers. It is also required that the person engages meaningfully with senior alumni, donors, and volunteers, and brings strong programme management, judgement, and relationship-building skills.
Principal Responsibilities	- Lead and scale the alumni engagement programme of BITS Pilani, designing a portfolio of in-person, virtual, and hybrid initiatives across batches, regions (India and international), schools/programmes, and affinity groups - Plan and oversee flagship engagement initiatives – mentorship, Practice School, Placements, Startups, academic instruction, career guidance, alumni-alumni, and other programmes. - Own the alumni stewardship calendar – ensure timely thank-you communications, tax receipts, gift agreement deliverables, named-fund reports, and annual impact reports are delivered on schedule, for the engagement programs. - Identify and cultivate volunteer leadership across alumni chapters, class agents, mentors, and advisory groups; train, coach, and recognize volunteers to drive engagement at scale - Work with the Fundraising and Donor Reporting teams to identify engagement opportunities that move alumni and donors along the engagement-to-philanthropy continuum - Manage the professional team of Alumni Engagement and Stewardship staff, ensuring smooth operations, clear KPIs, and high satisfaction ratings from BITS alumni and donors - Maintain good working relations with all internal divisions – especially Accounts and Finance, Student Welfare, Academic Departments, Placement Cell, and Directors' Office – for efficient operations and integrated programming - Track, analyze, and report on engagement metrics (alumni participation rate, event attendance, NPS/satisfaction, volunteer activity, donor retention) and stewardship metrics; bring continuous improvements leading to efficiency gains and quality uplift



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	• Represent BITS Pilani Alumni Relations at external forums, alumni events, chapter meetings, and partner convenings; travel within India and internationally as required • Any other tasks assigned by Head, Alumni Relations or Dean / Associate Dean, Alumni Relations
Qualification and Experience	• Full time Postgraduate (MBA, MSW, MA or a similar degree in Marketing) with 7-8 years of relevant experience in alumni relations, fundraising, donor stewardship, engagement programmes, member relations, or large-scale community/programme management, with at least 5 years of experience in Higher Education institution / non-profit • Experience of leading and managing teams is essential • Experience of running structured donor stewardship and reporting programmes is strongly preferred • Experience of working with international constituents, alumni chapters, and senior volunteers is desirable • Demonstrated expertise of documentation, especially MS Office; familiarity with CRM (Salesforce / similar) and event management tools • Excellent spoken and written communication, with strong interpersonal, diplomatic, and negotiation skills
Other Skill and Ability Requirements	• Ability to work with minimum / abstract information. • Independent and Self Starter Attitude. • Strong & Demonstrated Excel, PowerPoint and Word Skills • Should not be above 35 years of age as on 1 June 2026.
Remuneration	Suitable candidate will be placed in Level 11 with a minimum basic pay of Rs. 67700/- per month plus DA and other benefits as per Institute Norms.