



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

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, and Hyderabad.
Industry	Higher Education
Job Type	Regular, Grade - 11
Post/Job Title	Manager – Alumni Relations <i>Role – Fundraising</i>
Reporting to	Head, Alumni Relations
Will also work very close with	Dean / Associate Deans of Alumni Relations, and BITSAA International
No of positions	One
Job Location	Hyderabad
Job Purpose	Manager – Alumni Relations would be responsible for raising funds from corporate organizations and alumni, along with managing the alumni relations at the Hyderabad campus. The role would require a person to be aware of various channels and strategies for raising CSR funds, along with raising large donations from HNIs. It is also required that the person engages meaningfully with donors and cultivate more donors.
Principal Responsibilities	<ul style="list-style-type: none"> Identify and cultivate new HNI / UHNI major donors Understand BITS Pilani's priority areas and discover projects and campaign for HNI/UHNI/CSR donors Work with maintaining consistent communication (monthly calls, quarterly reporting etc.) with major donors of BITS, and act as a one-stop source of information Encourage major donors to further donate towards institutional priorities Work with internal teams to ensure donor's programs are implemented as per agreed terms Maintain prospective donors / converted donors' data on salesforce Ensure utilization and compliance of CSR funds and manage related documentation Support alumni fundraising, batch reunions, and events on the campus. Any other tasks assigned by Head, Alumni Relations or Dean / Associate Dean, Alumni Relations
Qualification and Experience	<ul style="list-style-type: none"> Postgraduate with 5-8 years of relevant experience in client facing roles such as Fundraising / External Relations / Inside Sales roles. Working for international clients, managers would be desirable. Association with philanthropy (Foundations and Non-Profits) and fundraising is desirable. An educational institution or a university experience would be a plus. Demonstrated expertise of documentation, especially MS Office Excellent spoken and written communication.
Remuneration	Suitable candidate will be placed in Level 11, with an entry basic pay of Rs 67,700 per month .