



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad. In 2018, BITS Pilani was accorded as “Institute of Eminence” status by Ministry of Education, Govt. of India.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Manager – Alumni Relations Role: Fundraising & Donor Stewardship
Reporting to	Head, Alumni Relations
No of positions	One
Job Location	Pilani
Job Purpose	Manager – Fundraising & Donor Stewardship would be responsible for raising funds from HNI donors and ensuring that the major donors are well informed about their donation, its impact on beneficiaries, and the institute. The role would require a person to communicate effectively with HNI Donors and be persuasive to close the fundraising opportunities. The role would also require the person to work mostly with international HNIs and often in US overlapping timezones.
Principal Accountabilities & 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 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 • Design specific campaign for small cohorts of individual donors • Work with internal teams to ensure donor’s programs are implemented as per agreed terms • Maintain prospective donors / converted donors data on salesforce • Work on other tasks as assigned by Head, Alumni Relations
Qualification and Personal Profile	<ul style="list-style-type: none"> • Post Graduate 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.



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Remuneration

Suitable candidate will be placed in Level 11 with a minimum pay of Rs. 67,700/- per month plus DA and other benefits as per Institute Norms.