



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, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Term of 2 years and can be further renewed based on Performance
Post/Job Title	Level: Manager – Alumni Relations Role: Engagements and Donor Reporting
Reporting to	Head, Alumni Relations
No of positions	One
Job Location	Pilani
Job Purpose	<p>Manager – Engagement and Donor Reporting would be responsible for designing and providing engagement opportunities at BITS Pilani to the alumni. This would mean working closely with internal division, department, and offices across all campuses to understand how alumni can play a role with their expertise and time. In addition, the role would ensure that the major donors are well informed about their donation, its impact on beneficiaries, and the institute through proper reports.</p> <p>The role would require a person to be extremely organized and diligent on documentation and communication with the donors. It is also required that the person engages meaningfully within BITS for alumni involvement.</p>
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Lead and manage key flagship engagement initiatives • Identify and cultivate new engagement opportunities for alumni to participate • Manage and de-bottleneck the engagement initiatives • Work with internal teams to ensure timely progress in the projects supported by the donors, and escalation if necessary • Prepare and present progress and utilization reports on a periodical basis to each of the donors • Maintain consistent communication (monthly calls, quarterly reporting etc.) with donors of BITS, and act as a one-stop source of information
Qualification and Personal Profile	<ul style="list-style-type: none"> • Post Graduate with 5-8 years of relevant experience in roles such as Program Management and Reporting impact roles. Working in a University set up would be preferable. • Demonstrated expertise of documentation, especially MS Office • Association with philanthropy (Foundations and Non-Profits) and is desirable. • Excellent spoken and written communication.
Remuneration	Suitable candidate will be placed on CTC Rs. 12-14 Lac p.a. In addition, an appropriate housing facility will be provided within the campus, based on the availability.