



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	Term of 2 years and can be further renewed based on Performance
Post/Job Title	Sr. Manager – Alumni Relations <i>Role – Fundraising and Operations</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	Pilani
Job Purpose	Senior Manager – Alumni Relations would be responsible for raising funds from corporate organizations and alumni, along with managing the alumni relations at the Pilani 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. Finally, the person would have to be excellent at managing large teams and should have experience of managing teams and functions / divisions.
Principal Responsibilities	<ul style="list-style-type: none"> • Lead fundraising from CSR donations, and support alumni fundraising • Co-develop initiatives with faculty and staff for CSR opportunities • Ensure utilization and compliance of CSR funds and manage related documentation • Manage the professional team of alumni relations at the Pilani campus, ensuring smooth operations of alumni relations division with high satisfaction rating from BITS alumni. • Maintain good working relations with all internal divisions especially accounts and finance, and student welfare division for efficient operations • Bring improvements in the overall alumni operations leading to efficiency gains • 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 8-10 Years of relevant experience in managing large teams, with at least 5 years of experience in Higher Education institutions. • Experience of leading and managing team is essential • Experience of alumni relations is preferred. • Demonstrated expertise of documentation, especially MS Office • Excellent spoken and written communication.
Remuneration	Suitable candidate will be placed on CTC of up to Rs. 20 Lac p.a. In addition, an appropriate housing facility will be provided within the campus, based on the availability.