



BITS Pilani
Dubai Campus

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BITS Pilani, Dubai Campus

Position Title	Senior Executive – Alumni Relations and Centre for Innovation, Incubation & Entrepreneurship (IIE)
Appointment	Full-time
Reporting to	Associate Dean-Alumni Relations and Faculty in Charge for the Centre for Innovation, Incubation & Entrepreneurship
Department	Alumni Relations and Centre for Innovation, Incubation & Entrepreneurship
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and licensed and accredited by the Ministry of Higher Education and Scientific Research, Government of UAE. BITS Pilani has been granted the status of "Institute of Eminence" by Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 16 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-



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	added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To plan, coordinate, and implement initiatives that strengthen the university's connection with its alumni. To also support the daily operations of the Innovation & Entrepreneurship Cell, incubation programs, start-up support initiatives, and university-led Institutional innovation Council (IIC) activities.
Key Responsibility Areas	<u>A. Alumni Relations</u> 1. Alumni Engagement • Plan and execute alumni engagement activities such as reunions, networking events, webinars, and regional chapter initiatives. • Collaborate with internal departments, alumni chapters, and student bodies to ensure successful execution of programs. • Facilitate alumni-student engagement programs, including mentoring sessions and guest talks. 2. Communication and Outreach • Develop and distribute newsletters, alumni updates, event invitations, and success stories across various platforms (email, social media, website). • Manage alumni-related content on the university website and official social media accounts. • Work closely with the communications team to highlight alumni achievements and initiatives. 3. Alumni Data Management and Reporting • Maintain and enhance the alumni database (CRM/ERP) to ensure data integrity and segmentation.



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- Generate alumni analytics reports and dashboards for strategic planning and campaign performance tracking.
- Coordinate data collection efforts through online forms, surveys, and outreach campaigns.

4. Event Management

- Lead logistics and coordination for alumni-centric events such as homecomings, donor recognitions, and institutional milestone celebrations.
- Prepare event plans, manage vendor coordination, track RSVPs, and supervise event execution on the ground or virtually.
- Gather and analyze event feedback for continuous improvement.

5. Career and Mentorship Support

- Liaise with Career Services and student bodies to implement alumni-led career support programs, including mentoring, internships, and job referral platforms.
- Coordinate communication and tracking of mentor-mentee relationships.

6. Support Fundraising Initiatives

- Coordinate with the Development/Advancement office for alumni fundraising campaigns, donor outreach, and stewardship activities.
- Assist in drafting campaign content, segmenting audiences, and managing donor acknowledgements.

7. Recognition and Awards

- Coordinate nomination and selection processes for alumni awards and honours.
- Manage awardee communication, documentation, and event inclusion.

B. Centre for Innovation, Incubation & Entrepreneurship

1. Operational Support:

- Coordinate day-to-day activities of the Incubation Centre, including scheduling meetings, maintaining records, and handling communications.
- Assist in organizing events such as hackathons, workshops, demo days, pitch competitions, Institutional Innovation Council (IIC) events and entrepreneurship awareness programs.

2. Start-up & Innovator Support:

- Serve as the point of contact for incubated start-ups, student innovators, and faculty entrepreneurs.
- Help start-ups access facilities, mentorship, funding opportunities, and university resources.

3. Communication & Outreach:

- Maintain online presence (social media, website, newsletters) of the Incubation Centre and regularly update success stories and event highlights.
- Liaise with internal departments, external mentors,



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	government agencies, and industry partners for program-related coordination. • Prepare and maintain documentation related to incubator programs, MoUs, funding proposals, and government scheme applications (e.g., NIDHI, MSME, DST). • Track program data, prepare reports and presentations for internal reviews and external stakeholders. 4. Event & Program Management: • Support the execution of entrepreneurship development programs (EDPs), innovation challenges, and faculty/student innovation projects. Assist with logistics, participant engagement, feedback collection, and post-event reporting.
Competencies Required	• Program Management: Ability to plan and execute multiple alumni and CIIE initiatives independently • Communication Excellence: Skilled in creating engaging, professional communication across channels • Relationship Management: Strong interpersonal skills to engage with diverse alumni segments, start-up mentors, investors, and venture capitalists. • Technical Proficiency in MS Office, CRM tools (e.g., Salesforce), email marketing platforms • Event Coordination: End-to-end event planning and execution capabilities • Analytical Thinking: Use of data to track engagement, inform strategies, and present reports • Initiative & Leadership: Takes ownership of projects with minimal supervision
Educational qualification	Master's in Business Administration, Communications, Public Relations or related fields
Experience	5 -7 years of experience in fundraising, organizing events with knowledge in the start-up ecosystem. Must have excellent verbal and written English communication skills and hold a valid UAE Driving License. Experience in stakeholder engagement, CRM management, and cross-functional coordination is highly desirable.
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by 23.03.2026. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	