



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar

Ref. No.: N/2023/26

Date: 15 March 24

NOTICE

Applications are invited for filling up the following positions at **BITS Pilani – Pilani Campus**:

S. No.	Position	Minimum Qualification and Experience
1.	Job Title: Senior Manager (Fundraising & Operations) in Alumni Relations No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed with a consolidated pay up to Rs. 20 Lac p.a. based on experience & expertise.	<ul style="list-style-type: none">• Post Graduate 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.
2.	Job Title: Manager (Fundraising & Donor Stewardship) in Alumni Relations No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed in Level 11 with a minimum pay of Rs. 67700/- per month and other benefits as per Institute Norms.	<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.
3.	Job Title: Assistant Manager (Events) in Alumni Relations No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed with a consolidated pay up to Rs. 10 Lac p.a. based on experience & expertise.	<ul style="list-style-type: none">• Post Graduate with 5 years or Graduate with 15 years of relevant experience in event management. Working for an event management agency or industry bodies such as NASSCOM, CII, FICCI or managing communities at Co-working spaces etc. would be a plus.• Demonstrated expertise of designing and coordinating events on own.• An educational institution or a university experience would be a plus.

Details are available on Institute's website (<https://www.bits-pilani.ac.in/careers/non-academic>). Please use the <http://discovery.bits-pilani.ac.in/ntpositions/index.aspx> to submit the application (application submitted through e-mail / hard copy will not be entertained).

Positions are open for both external and internal candidates. Internal candidates are required to submit the consent of their Controlling Officers along with the application.

For any technical issue during application submission, please reach out to HR at hroffice@pilani.bits-pilani.ac.in

Last date to submit the application is March 28, 2024.


Deputy Registrar



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