

## Birla Institute of Technology & Science, Pilani Pilani Campus (An Institution of Eminence)

## **JOB DESCRIPTION**

be University" by the Central Government of India in exercise of the power conferred under Section 3 UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.  Industry Higher Education  Post/Job Title Assistant Manager – Alumni Relations Role – Individual Fundraising  Reporting to Head, Alumni Relations  Will also work very close with  No of positions  One  Job Location Pilani / Gurgaon / Jaipur  Assistant Manager – Alumni Relations would be responsible for developing the individual fundraising India and abroad. The role would work closely with senior managers in the alumni team and work on exet the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-use the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-use principal Accountabilities & Responsibilities  Principal Accountabilities & Cold outreach to young alumni and HNIs for retail fundraising in India and US  Managing business development communication funnels for young alumni and HNI individuals separately including sharing beneficiary/impact updates.  Tracking conversions, check if the receipts are sent to the donors and recording them in Salesford system  Developing MIS and sharing timely updates with the leadership  Any other responsibilities assigned by the Alumni Relations Team  Graduate with 15 years or Post Graduate with 5 years of relevant experience in Retail and Indifundaising  The role would require flexible working hours, partially to accommodate US hours.  Experience of working on Email Marketing Tools is essential  Experience of working on Salesforce is strongly preferred  Experience of working on Salesforce is strongly preferred		
Post/Job Title  Assistant Manager – Alumni Relations Role – Individual Fundraising  Head, Alumni Relations  Senior Manager / Dean / Associate Deans / of Alumni Relations, and BITSAA International  Dob Location  Pilani / Gurgaon / Jaipur  Assistant Manager – Alumni Relations would be responsible for developing the individual fundraising India and abroad. The role would work closely with senior managers in the alumni team and work on exert the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising business development communication funnels for young alumni and HNIs for retail fundraising in India and US  Principal Accountabilities & Responsibilities  Provide creative and innovative ideas and plans for engagement with donors across categories  Cold outreach to young alumni and HNIs for retail fundraising in India and US  Managing business development communication funnels for young alumni and HNI individuals separately including sharing beneficiary/impact updates.  Tracking conversions, check if the receipts are sent to the donors and recording them in Salesford system  Developing MIS and sharing timely updates with the leadership  Any other responsibilities assigned by the Alumni Relations Team  Principal  Accountabilities & Responsibilities assigned by the Alumni Relations Team  Principal		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.
Reporting to  Head, Alumni Relations  Senior Manager / Dean / Associate Deans / of Alumni Relations, and BITSAA International  No of positions  Job Location  Pilani / Gurgaon / Jaipur  Assistant Manager — Alumni Relations would be responsible for developing the individual fundraising India and abroad. The role would work closely with senior managers in the alumni team and work on exect the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-used the fundraising in India and US.  Principal Accountabilities & Responsibilities  Principal Accountabilities & Managing business development communication funnels for young alumni and HNI individuals separately including sharing beneficiary/impact updates.  Tracking conversions, check if the receipts are sent to the donors and recording them in Salesforc system  Developing MIS and sharing timely updates with the leadership  Any other responsibilities assigned by the Alumni Relations Team  Graduate with 15 years or Post Graduate with 5 years of relevant experience in Retail and Indiffundraising  The role would require flexible working hours, partially to accommodate US hours.  Experience of fraising funds from young professional or US citizens is desirable  Experience of working on Email Marketing Tools is essential  Experience of working on Salesforce is strongly preferred	Industry	Higher Education
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Senior Manager / Dean / Associate Deans / or Alumni Relations, and BITSAA International   No of positions   One	Reporting to	Head, Alumni Relations
Pilani / Gurgaon / Jaipur		Senior Manager / Dean / Associate Deans / of Alumni Relations, and BITSAA International
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India and abroad. The role would work closely with senior managers in the alumni team and work on executive fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-understanding strategy. An important aspect of this role would be discipline, consistency, and follow-understanding strategy. An important aspect of this role would be discipline, consistency, and follow-understanding strategy. An important aspect of this role would be discipline, consistency, and follow-understanding strategy. An important aspect of this role would be discipline, consistency, and follow-understanding strategy. An important aspect of this role would be discipline, consistency, and follow-understanding strategy. An important aspect of this role would be discipline, consistency, and follow-understanding in the fundraising in India and US.  Occupation and Provide creative and innovative ideas and plans for engagement with donors across categories.  Cold outreach to young alumni and HNIs for retail fundraising in India and US.  Managing business development communication funnels for young alumni and HNI individuals separately including sharing beneficiary/impact updates.  Tracking conversions, check if the receipts are sent to the donors and recording them in Salesforce system  Developing MIS and sharing timely updates with the leadership  Any other responsibilities assigned by the Alumni Relations Team  Graduate with 15 years or Post Graduate with 5 years of relevant experience in Retail and India Fundraising  The role would require flexible working hours, partially to accommodate US hours.  Experience of raising funds from young professional or US citizens is desirable  Experience of working on Email Marketing Tools is essential  Experience of working on Salesforce is strongly preferred	Job Location	Pilani / Gurgaon / Jaipur
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Fundraising  The role would require flexible working hours, partially to accommodate US hours.  Experience of raising funds from young professional or US citizens is desirable  Cualification and Personal Profile  Experience of working on Email Marketing Tools is essential  Experience of working on Salesforce is strongly preferred	Accountabilities &	<ul> <li>Provide creative and innovative ideas and plans for engagement with donors across categories</li> <li>Cold outreach to young alumni and HNIs for retail fundraising in India and US</li> <li>Managing business development communication funnels for young alumni and HNI individuals separately including sharing beneficiary/impact updates.</li> <li>Tracking conversions, check if the receipts are sent to the donors and recording them in Salesforce system</li> <li>Developing MIS and sharing timely updates with the leadership</li> </ul>
<ul> <li>Demonstrated expertise of documentation, especially MS Office</li> <li>An educational institution or a university experience would be a plus.</li> <li>Excellent spoken and written communication.</li> </ul>		<ul> <li>Fundraising</li> <li>The role would require flexible working hours, partially to accommodate US hours.</li> <li>Experience of raising funds from young professional or US citizens is desirable</li> <li>Experience of working on Email Marketing Tools is essential</li> <li>Experience of working on Salesforce is strongly preferred</li> <li>Strong understanding of running online marketing campaigns</li> <li>Demonstrated expertise of documentation, especially MS Office</li> <li>An educational institution or a university experience would be a plus.</li> </ul>
	Remuneration	Suitable candidate will be placed in <b>Level 9</b> with a minimum pay of <b>Rs. 53100/-</b> per month plus DA & other