



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
Post/Job Title	Assistant Manager – Alumni Relations <i>Role – Individual Fundraising</i>
Reporting to	Head, Alumni Relations
Will also work very close with	Senior Manager / Dean / Associate Deans / of Alumni Relations, and BITSAA International
No of positions	One
Job Location	Pilani / Gurgaon / Jaipur
Job Purpose	Assistant Manager – Alumni Relations would be responsible for developing the individual fundraising from India and abroad. The role would work closely with senior managers in the alumni team and work on executing the fundraising strategy. An important aspect of this role would be discipline, consistency, and follow-ups.
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> Performing prospect research, connecting with them and convert them to donors 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
Qualification and Personal Profile	<ul style="list-style-type: none"> Graduate with 15 years or Post Graduate with 5 years of relevant experience in Retail and Individual 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 Strong understanding of running online marketing campaigns Demonstrated expertise of documentation, especially MS Office An educational institution or a university experience would be a plus. Excellent spoken and written communication.
Remuneration	Suitable candidate will be placed in Level 9 with a minimum pay of Rs. 53100/- per month plus DA & other benefits as per Institute Norms.