



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 (BDM) – Alumni Relations <i>Role – Individual and Recurring Fundraising</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 / Gurgram / Jaipur
Job Purpose	Business Development Manager – Alumni Relations would be responsible for raising funds from individual alumni, enabling various channels for individuals to donate, and grow the recurring donations for BITS across geographies. The role would require a person to be aware of various channels and strategies for encouraging small to large donations from individuals and crowd. It is also required that the person engages meaningfully with donors and furnishes donor report and maintain active communication with each donor. The person should believe in power of small and recurring donations in funding institutional priorities.
Principal Responsibilities	<ul style="list-style-type: none"> Develop the pipeline of new donors by working with alumni and BITSAA International through research, cold calls, meetings, etc. Identify and cultivate high potential donors from the small-or-one-time donors in India and abroad Maintain a consistent flow of communication with all donors, and act as a one-stop source of information Prepare and present progress and utilization reports on a periodical basis to each of the donors for the cause they have supported Identify marketing material needs (video, online communications, mail, graphics etc.) to support fundraising campaigns. Launch Direct Marketing campaigns including online, crowdfunding platform and other channels Monitor, evaluate and report on the effectiveness of individual fundraising initiatives and campaigns Work with internal teams to ensure timely progress in the projects supported by the major donors, and escalation if necessary Manage 2-3 team members and ensure overall fundraising targets are met Any other tasks assigned by Head or Dean, Alumni Relations
Qualification and Experience	<ul style="list-style-type: none"> Post Graduate with 5-8 years of relevant experience in Individual Fundraising. Experience of leading and managing team is essential Experience of working with US donors preferable Strong understanding online tools for undertaking marketing and fundraising campaign 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 on CTC Up to Rs. 18 Lacs per annum In addition, an appropriate housing facility will be provided within the campus, if opted for Pilani.