



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Dr. Ashish Gupta, Deputy Registrar

Ref. No.: N/2023/19

Date: 26 October 2023

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 (BDM) in Alumni Relations No. of position: One Location: Pilani / Gurugram / Jaipur Remuneration: Suitable candidate will be placed with a consolidated pay up to Rs. 18 Lac p.a. based on experience & expertise.	<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
2.	Job Title: Manager in Alumni Relations (Engagements & Donor Reporting) No. of position: One Location: Pilani Remuneration: Suitable candidate will be placed with a consolidated pay up to Rs. 14 Lac p.a. based on experience & expertise.	<ul style="list-style-type: none">• Post Graduate with 5-8 years of relevant experience in roles such as Program Management and Reporting impact roles. Working in a University set up would be preferable.• Demonstrated expertise of documentation, especially MS Office• Association with philanthropy (Foundations and Non-Profits) and is desirable
3.	Job Title: Assistant Manager in Alumni Relations (Operations & Finance) 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">• CA Inter/ M. Com with 5 years or B. Com with 15 years of relevant experience in accounts and finance functions• Experience of bill passing, expense management, journal entries etc.• Excellent working knowledge of MS Office and Tally ERP• Demonstrated expertise of documentation, especially MS Office• An educational institution or a university experience would be a plus.
4.	Job Title: Assistant Manager in Alumni Relations (Individual Fundraising) No. of position: One Location: Pilani/Gurugram/Jaipur Remuneration: Suitable candidate will be placed in Level 9 with a minimum pay of Rs.53,100/- per month plus DA, and other benefits as per Institute Norms.	<ul style="list-style-type: none">• Graduate with 15 years or Post Graduate with 5 years of relevant experience in Retail and Individual Fundraising• 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.



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5.	<p>Job Title: Manager – Financial Planning and Analysis</p> <p>No. of position: One</p> <p>Location: Jaipur / Mumbai</p> <p>Remuneration: Suitable candidate will be placed in Level 11 or Consolidated CTC Rs. 15-18 Lac p.a., based on experience & expertise.</p>	<ul style="list-style-type: none">• CA with at least 3 to 5 years of experience in handling Financial Planning, Budget and MIS with accounting knowledge• Excellent IT Skills and should be well versed in using MS Excel, Power point
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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 November 9, 2023.


Deputy Registrar



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