

The Organisation

Ashoka University (a non-profit) is a pioneering initiative in India's higher education space, and one of the most visible academic brands in the country. The vision is to build a world-class university in the tradition of the Ivy League and the other top-ranked global institutions, and aspires to be the next Harvard, Princeton and Yale out of India. It is also the country's first Liberal Arts and Sciences University built on the principles of collective public philanthropy. We hope to be an institution that creates social impact and transforms India's higher education system.

The Opportunity

The Development Team at the University is at the forefront of this mission. We work directly with over 100 pioneering individuals and corporations based in India and overseas, the Founders of the institution who are committed to investing in India's future through the University. We are seeking an experienced Assistant Communications Manager as an addition to the team's communication function. The individual will work closely with the team by crafting and executing communication products and collateral that will support its fundraising efforts. The candidate should be an excellent writer, with strong experience in grant writing.

Job Title: Assistant Manager, Communications

Location: New Delhi

Roles and Responsibilities

- Design and develop high-quality communications materials, including conceptualisation, messaging and localisation of content
- Drive targeted, as well as general communication and updates to donors on scholarships and financial aid
- Create effective proposals and presentations
- Develop existing communication products
- Play a key role during University events hosted by the team
- Ensure effective dissemination of the University's activities through these products
- Interface regularly with teams across the University to gather data
- Copyedit and proofread communications

Qualification

- Minimum bachelor's degree, postgraduate or professional degrees preferred
- 2-3 years professional experience
- Exemplary verbal and written communication skills
- Must be fluent in English
- Proficiency in PowerPoint and Excel

Employment Type: Full-time

Please send your CVs to connect.hrd@ashoka.edu.in AND nandini.vaish@ashoka.edu.in