

## **Job Description: Deputy Manager, Communications Fundraising and Development Team, Ashoka University**

### **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 University's vision is to build a world-class university in the tradition of the Ivy League and the other top-ranked global institutions. 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 (fundraising in university parlance) at Ashoka is at the forefront of this mission. The team works directly with 140 pioneering individuals and corporations based in India and abroad, known as the Founders of the institution who are committed to investing in India's future through education.

We are seeking a competent Deputy Manager, Communications as an addition to the team's communication function. The individual will serve as the strategic and creative lead in aiding the development and promotion of the University's philanthropic initiatives. She/he will also create high-quality products and material in support of fundraising efforts.

### **Job Title**

Deputy Manager, Communications

(The position is available as a one-year contract, subject to renewal at the end of the term)

### **Reports to**

Manager, Development

(will also work closely with the Pro-VC, - Development, Placements and Alumni Relations)

### **Location**

Vasant Kunj, South Delhi

### **Roles and Responsibilities**

- Design, develop and lead high-quality communication material across multiple mediums including written and audio-visual content
- Lead the crafting of high-quality proposals and presentations in collaboration with other members of the fundraising team
- Own and improve existing products such newsletters and reports
- Execute fundraising events across the country
- Build and lead the communication for the alumni relations vertical
- Network and collaborate with university leadership and other teams to create new products and improve existing communication
- Copyedit and proofread communication created by other team members

- Ensure all communication follows and adheres to brand values and guidelines
- Create and manage a strong network of freelance vendors for design and merchandise

**Desired qualifications and competencies**

- Bachelor's degree in literature/mass communication or related field required. Postgraduate degree preferred
- 2-4 years of professional experience in a related field required
- Outstanding fluency in spoken English
- Strong existing portfolio displaying exemplary writing and editing skills
- Previous experience in content, education, or fundraising highly preferred
- Proven abilities in content strategy and development including digital & print media
- Knowledge of software's such as MS Office and Adobe Suite preferred
- Good aesthetic sensibility with strong attention to detail required
- Previous experience with videos (shooting and editing) highly preferred

**Desired skills and abilities**

- Proactive attitude and willingness to learn
- Strong leadership abilities
- Excellent organizational skills, ability to work under pressure, and manage multiple tasks
- Outstanding networking and collaboration abilities - Must work effectively as part of a team
- Highly motivated and self-driven

**Apply via Email to**  
[nina.sud@ashoka.edu.in](mailto:nina.sud@ashoka.edu.in)

**Last Date for Application**

14 June 2021

**Preferred Starting Date**

1 July 2021

**Submission Details**

Please submit a cover letter with an updated CV (stating your full name in the attachments), with details regarding last compensation received, expected salary, and contact details for two references.

To ensure that your application is sorted correctly, please mention the complete position name in the subject line. Only applications of short listed candidates will be acknowledged.

---

**Ashoka is an equal opportunities employer.** Remuneration will be competitive with Indian non-profit pay scales and will depend upon candidate's experience levels and the overall organisation's salary structure.