

Job Title: Assistant Manager (Operations and donor fulfilment) - Development

Reports to: Deputy Director – Development

Location: Ashoka University Admissions Office, Vasant Kunj, New Delhi

Experience (in years): 2- 4 years

Nature of work: Full Time

About Ashoka University:

Ashoka University is India's leading Liberal Arts and Sciences University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonapat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 other countries, receive a world-class interdisciplinary education, led by internationally renowned faculty. The University offers multidisciplinary programs that expose students to diverse perspectives, beyond classroom education. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors. Ashoka has also developed eleven Centres of Excellence to encourage academic and research collaborations and create societal impact. For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Being mission driven and authentic**
- **Thinking strategically and creatively**
- **Collaborating with trust and respect**
- **Being accountable and driving for results**
- **Focused on service excellence**

Role and Responsibilities:

This person will focus on strengthening the backbone of fundraising operations and donor engagement.

Donor Engagement and Delight

Adherence to MOU commitments and reporting as per formats agreed in close collaboration with concerned finance, communications and other development team members.

- a) Deepen existing partnerships by curating various forms of engagement, leading to donor satisfaction and delight (ex: interactions with scholarship recipients for concerned donors, campus visits etc.)
- b) Act as both advisor and auditor for the relationship managers to ensure quality control in all donor-related systems and processes such as reporting, knowledge management, due diligence

Knowledge Management and Research

- a) Maintain up-to-date and accurate data on donors as per agreed processes to ensure end to end donor lifecycle management
- b) Create and manage a repository/knowledge bank of all collaterals and data such as standard and customized presentations, templates. Work with relationship managers and communications team to think through and standardize more such material to make fundraising outreach effort more efficient
- c) Support relationship managers with market intel (primary and secondary sources) and analytics to identify new prospects as well as engage with existing ones more effectively
- d) Compile information from various departments as per agreed format to present to leadership teams and board

Skill Sets:

The successful candidate must be able to multitask, produce high quality work in a fast paced, deadline-driven and dynamic environment.

Ideal candidate should have worked in an operational role that combines planning, managing processes and stakeholders management for 2 – 4 years.

Other desired skills are:

1. Critical thinking and analytical mind set - the ability to join the dots
2. Comfortable with ambiguity and working in a dynamic start up like environment
3. Organized and disciplined, ability to take end to end ownership of tasks and deliver within TAT, with an adherence to strict deadlines
4. Enjoy setting up and following through various processes to build efficiencies
5. Open to work on weekend (on rare occasions)

Functional skills:

1. Strong analytical skills and proficiency in MS Suite (Excel, Word and PowerPoint)
2. Comfortable with tech, should have worked with CRM, MS office
3. Excellent spoken and written communication in English

Application Submission Process

Please submit an updated CV at connect.hrd@ashoka.edu.in/, with the subject line – <Job Name_Department_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

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