

Job Title: Manager - Development

Reports to: Director - Development

Location: Vasant Kunj, Delhi

Experience (in years): 7 – 10 years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education with its unique pedagogy, governance, and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research, and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured the top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community, and teaching methods.

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:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Role and Responsibilities:

- As part of the development team support donor and prospect – development, management, and reporting
- **Donor management and reporting:**
 - Managing and ensuring timely and proactive donor reporting processes
- - Leading the donor management processes with required reports and documents including project and scholarship updates, and impact assessment documents.
 - Managing the donor engagement tracker and ensuring all donor documents are updated in the central donor repository
 - Managing and updating donor online reporting portals
 - Providing donors with the required information as requested and managing donor visits
- **Creating presentations and proposals:**
 - Creating powerful and accurate PowerPoint and Word format proposals for prospects and donors
 - Put together customized proposals for scholarships, naming of intellectual and/or physical assets
 - Liaise with colleagues in the Dev team and on campus to get the necessary information/updates to get information for proposals

- Maintain an e-library of the above materials for ease of use
- **Managing prospect database and pipeline**
 - Maintaining and updating the prospect databases – validating and adding new prospects including contact details
 - Managing and updating the prospect pipeline and follow-ups
 - Capturing real-time updates in CRM – end-to-end data management
 - Maintaining repository of prospects/founders and their contact details on CRM
 - Generate MIS and reports from CRM as required
- **Supporting prospect outreach:**
 - Development of proposals and other documents as required for prospect outreach.
 - Create and finalize documentation required for prospect closing, including the necessary documentation - MoU, Pledge letters
 - Provide the outreach team with most recent and updated documents before any meeting
- **Pipeline Generation:**
 - Primary and secondary research to generate a target list of qualified prospects for the UHNI and HNI segments, in India and overseas
 - Ongoing research on existing donors too, for upsell opportunities
 - Ability to leverage resources and networks, including online portals and listings to generate intelligence and knowhow - ET 500, Fortune 500, Capital Markets, VCC, etc.
 - Ability to qualify prospects to strengthen the Fundraising and outreach efforts
 - Share briefing on prospects and donors with the outreach team prior to a meeting

Eligibility:

- Proficiency in MS Office – specifically excellent skills in PowerPoint and Excel
- Familiarity and ease in operating CRM – Salesforce
- Ability to operate online resources, databases, and Google sheets
- Excellent spoken and written communication in English
- Proven research skills; tenacity and perseverance to gather data/generate knowledge by leveraging multiple sources - digital and print, primary and secondary
- Preferably have an interest in economics and current affairs
- Ability to multi-task and juggle several priorities at a go
- Strong process orientation, organized and disciplined
- Ability to respond back in shorter timelines, adherence to strict deadlines; Open to work on weekends (on rare occasions)
- Critical thinking and analytical mindset - the ability to join the dots
- Good people relationship, project, and time management skills

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in with the subject line – <Job Name+Department Name_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.