

Job Title: Assistant Manager, Communications

Reports to: Senior Manager, Development (will also work closely with the Pro-VC, Development, Placements, and Alumni Relations)

Location: Vasant Kunj, New Delhi

Experience (in years): 1-2 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 higher education in India 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 rigour, 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**

About Department:

The Development team (fundraising in university parlance) at Ashoka is at the forefront of this mission. The team works directly with 160 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

Role Overview:

We are seeking a competent Assistant Manager, Communications as an addition to the team's communication function. The individual will serve as a strategic and creative lead in aiding the development of the University's philanthropic initiatives. They will create high-quality products and materials in support of fundraising efforts. The team works across several products at the same time and requires someone with great organizational and collaboration skills - with strong attention to detail while adhering to strict timelines. Projects are diverse and will be both self-led and collaborative

Role and Responsibilities:

- Design, develop and lead multiple high-quality communication materials across 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 as monthly newsletters and reports
- Execute fundraising events across the country
- Network and collaborate with university leadership and other teams to create new products and improve existing communication
- Work with vendors for printing and production of products
- Copyedit and proofread communication created by other team members
- Work with teams across the university to create shared collateral for university activities
- Ensure all communication follows and adheres to brand values and guidelines
- Create and manage a strong network of freelance vendors for design and merchandise

Eligibility:

- Postgraduate degree in literature/mass communication or related field
- At least 1-2 years of professional experience in a related field (communications and/or higher education)
- Outstanding fluency in written and 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 such as MS Office, Mailchimp and Adobe Suite preferred
- Good aesthetic sensibility with strong attention to detail required
- Previous experience with videos (shooting and editing) is highly preferred

Skill Sets

- Highly motivated and self-driven
- Strong adherence to deadlines and processes - with or without external supervision
- Initiative and strong leadership abilities are a must
- Proactive attitude and willingness to learn
- 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

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, contact details for two references, 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.