

Job Title: Business Development Associate (Contract)

Reports to: Associate Director – Behavioral Advisory & Business Development

Location: Remote

Experience (in years): 3-4 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 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, interdisciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods. [For further information, visit www.ashoka.edu.in](http://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/Centre:

Centre for Social and Behaviour Change (CSBC) at Ashoka University is set up by a grant from the Bill & Melinda Gates Foundation. The vision of the Centre is to establish an institution in India that is globally reputed for impactful behaviour change interventions for low-income and marginalized populations. CSBC works in the areas of nutrition, sanitation, maternal health, family planning, and financial service and partners with the Government of India, NGOs and other implementing partners, donors, and the private sector. CSBC executes its vision through a mix of programmes, research, and capability building. CSBC is a part of Ashoka University, a leading private liberal arts university located in Sonapat, Haryana. [For more information please visit https://csbc.org.in/about-us.php](https://csbc.org.in/about-us.php)

Overview of the Role:

CSBC is looking for an energetic Business Development Associate bringing in 1-3 years of experience to help drive CSBC's business development efforts and bring in partnerships that enable the growth of the organization. A core part of the work will involve working with the Associate Director – Business Development and the organization leadership to support with attracting, building, and maintaining relationships with new and existing funders. The role will also involve market research, identification of new funding opportunities, development of donor pitches and proposals, as well as contributing to the business development strategy for CSBC. The role involves liaising with many departments across CSBC and will report to the Associate Director – Business Development.

Role and Responsibilities:

- Work with the Associate Director – Business Development to contribute to the development of the business development strategy for CSBC
- Research and track potential funding sources – corporate, philanthropists, foundations, and government to help develop a pipeline of relevant funders for the organization. Work to identify new funding sources and business opportunities for the organization.
- Create and maintain databases about current and prospective donors

Identify donor opportunities and RfPs. Respond to donor calls for proposals and undertake follow-up of potential funding opportunities with the Associate Director

Execute donor engagement plans in line with the business development strategy

Support with building and maintaining funder/client relationships

Support with the creation and upkeep of donor systems and processes within the organization

Eligibility:

- Bachelor's degree in business management, marketing, or other related fields.
- 1 - 3 years of relevant work experience in business development or a similar field preferred.
- Excellent written and verbal communication skills.
- Ability to handle multiple tasks effectively.
- Strong organization and project management skills to produce quality deliverables in a timely manner
- Strong people skills with the ability to build strong client relationships
- Proficient in Microsoft Office and relevant software.

Skill Sets & Competencies:

A candidate must bring in strong analytics, strategic planning, and business development-related skills. They must be resourceful, organized, effective communicators, and relationship builders. They must be motivated to work in business development and look for ways to market and enhance CSBC's visibility and reach the right donor segments.

As part of the work, you will be required to:

- Familiarize yourself with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conduct market research and identify potential clients/funders.
- Cultivate strong relationships with new clients while maintaining existing client relationships.
- Collate and maintain client/funder information in the donor database.
- Work closely with staff across departments to implement growth strategies.
- Provide support with developing and implementing business development strategies using a data-driven approach

- Provide support with funder engagement and retention-related activities
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required
- Work with the Associate Director – Business Development to identify new business opportunities and partners
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.

Last Date for Application: We recommend that you apply early as applications will be processed as they are received, and the position will be filled once the right candidate is selected.

Application Submission Process:

Please submit an updated CV at careersatsbc@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.