Job Title: Assistant/ Deputy Manager – Operations and Donor Management, Development, and Fundraising Team

Reports to: Deputy Director, Development and Fundraising Team

Location: Delhi Office (Okhla)

Experience (in years): 3-5 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 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:

Donor fulfillment, Reporting, and Compliance

- Ensure adherence to MOU commitments and reporting as per formats agreed.

- Work in close collaboration with finance, communication, and other development/campus teams to collect inputs.

- Produce timely, accurate, and high-quality reports/updates.

- Ensure delivery of other agreed requirements such as videos or testimonials by concerned team members.

- Deepen existing partnerships by curating bespoke engagement leading to donor satisfaction and delight. These could be:

    o Interactions with scholarship recipients

    o Co-ordination of campus visits

    o Getting necessary updates from Centers and other offices and departments in students/research etc.

    o Organizing meetups or other sessions with donor-appointed teams during audits, field visits, etc.

- Ensure quality control in all donor-related systems and processes –reporting, knowledge management, due diligence.

Knowledge Management

- Maintain up-to-date and accurate data on individual and organization donors as per agreed processes to ensure end-to-end donor lifecycle management.

- Maintain details and documents for all grants as per the agreed format including information such as duration, purpose, deliverables.

- Manage along with the relationship and communications team, end-to-end programmatic updates including but not limited to videos and progress reports for beneficiaries and other projects supported.

- Create and manage a repository/knowledge bank of all collaterals and data such as standard and customized presentations, and templates in the run-up and post-deal closures.

- Compile information from various departments as per the agreed format to present to leadership teams and the board.

Support fundraising operations for potential donors

- Work with relationship managers and communications team to think through and standardize material to make fundraising outreach efforts more efficient.

- Maintain along with the operations support team and relationship holder capturing of critical information on CRM and other trackers maintained within the team for outreach, pipeline, and other KPI tracking.

- Support the team with standard templates for various proposals (ppts and notes) for standard offerings such as scholarships etc. – both as narratives and budgets.

- Support the team with the creation of bespoke presentations and supporting material to create non-standard proposals for potential donors (for research, Centers, and other intellectual or physical assets)

Competencies and Skill Sets

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

- The ideal candidate should have worked in an operational role that combines planning, managing processes, and stakeholder management for 3 - 5 years.

- Strong analytical skills and proficiency in Excel, Word, and PowerPoint

- Comfortable with tech, should have worked with CRM, MS Office

- Excellent spoken and written communication in English.

- Critical thinking and analytical mindset -the ability to join the dots.

- Comfortable with ambiguity and working in a dynamic start-up-like environment, decision-making in the absence of perfect information.

- Organized and disciplined, ability to take end-to-end ownership of tasks and deliver within TAT.

- Adherence to strict deadlines

- Open to work on weekends (on rare occasions)

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, work samples, contact details for three 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.