

Job Title: Senior Manager/Manager, Development and Fundraising

Reports to: Director, Development and Fundraising

Location: Okhla Office, New Delhi

Experience (in years): 7 – 10 years

Nature of work: Full - Time

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About the Development and Fundraising Team:

The Development and Fundraising Team at Ashoka University plays a pivotal role in securing resources and fostering partnerships that fuel the institution's growth. By strategically raising funds and cultivating relationships, the team ensures a sustainable academic environment that benefits students through scholarships, infrastructure enhancements, and innovative programs, thereby simplifying their access to quality education

Role and Responsibilities:

- Donor engagement, management and reporting:
 - Managing and ensuring timely and proactive donor reporting processes
 - Leading the donor management processes with required reports and documents including project, scholarship and other support updates, and impact assessment documents.
 - Managing the donor engagement including the 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.
 - Ongoing donor engagement towards strengthening the relationship and securing an upsell.
- 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 the 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.

Qualifications and Skills Required:

- 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 source - 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:

We invite you to embark on this journey by submitting your application to Ashoka University's Development Team and Fundraising team. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: <https://forms.gle/ghMrjTpie8h2aenCA>

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by **5th April 2024** (Friday).