

**Job Title:** Deputy/Assistant Manager (Data Analysis), Development and Fundraising

**Reports to:** Senior Director, Development and Fundraising

**Location:** Okhla, New Delhi

**Experience (in years):** Minimum 2-5 years of experience with premier organizations

**Nature of work:** Full-Time

### About Ashoka University:

Ashoka University is 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 change, learn and grow continuously, and strive for excellence in what you do.

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 other innovative colleagues 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 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 high quality 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 an 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 enhance your potential and make a meaningful impact.

### About 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 Summary:

We are seeking a dedicated and detail-oriented individual to join India's finest non-profit fundraising team as an Assistant Manager. This role will be pivotal in streamlining internal processes. The ideal candidate will be a self-motivated individual with attention to detail, strong analytical skills, ability to structure data, conduct research and good communication skills.

### Role and Responsibilities:

#### 1. Donor Management and Programme Reporting

- Take complete responsibility of data collection to support donor reporting
- Assist in preparing programme reports and communication products for donors
- Managing donor visits, meetings and events
- Ensure compliance with donor documentation and regulations
- Maintain updated records of donor contacts and relevant information

## **2. Building Donor and Prospect pipeline**

- Maintain donor trackers and provide insight into fundraising efforts
- Research on prospects, assist in pipeline building
- Drive content collection for various prospect documents and pitch presentations

## **3. CRM Management**

- Capturing real-time updates in CRM – end-to-end data management
- Building and maintaining reports of prospects and founders
- Generate MIS and reports from CRM at regular intervals

### **Qualifications and Skills Required:**

- A Bachelor's degree in any discipline
- Ability to work independently and collaboratively in a fast-paced environment
- Outstanding attention to detail and processes
- Strong data visualization and communication skills
- Advanced proficiency in Microsoft Excel, PowerPoint and Word and other data analysis tools

### **Application Submission Process:**

Submit your application to Ashoka University's Development 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/VML3xNeqczpWpunh8>

- 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,

Only shortlisted candidates will be contacted as part of our rigorous selection process.

**Adherence to Deadlines:** To ensure fairness and efficiency, please submit your application by **3<sup>rd</sup> September 2024 (Tuesday)**. Applications received after the deadline will not be considered.