



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD ENDOWMENT FUND

Invites applications for

Manager - Donor Relations

With an initial commitment of Rs 100 cr, the Endowment Fund was launched in June 2020 to facilitate IIMA in achieving its strategic objectives and making an even larger impact in the field of education, entrepreneurial leadership, management practice, and public policy. IIMA is the first management school in India to set up an endowment fund.

IIMA Endowment Fund is the unified fundraising arm for all types of donations being given to IIMA – purposed / unpurposed, individual / CSR etc. The Endowment Fund is also responsible for documentation, donor relations and reporting. The Endowment Fund will further work towards formalizing and deepening efforts in fundraising, reinforcing engagement with alumni and the corporate world, optimally utilizing the funds for the betterment of the Institute as well as enhancing its visibility in the global management community.

Since its inception in 1961, the Institute has produced close to 40,000 alumni contributing to and leading different walks of life world over. The goal is to engage a large number of alumni in the next five to ten years so as to create a large fund proportionate to the stature of IIM Ahmedabad. The ultimate goal of the Endowment Fund is to raise INR 1000 Crores over a period of five years.

JOB PROFILE

- Consistent communications on all donor related matters and ensuring / supporting donor specific institutional compliances, reporting documentation and publicity requirements
- Maintain a high-quality donor database with relevant details in the donor management system
- Provide professional assistance and interaction with donors (via phone, computer and face to face)
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Execute / Support a comprehensive donor acknowledgment and recognition plan.
- Reactivation and up gradation calls for both One time and Regular giving of the existing donor.
- Work closely with Project Teams and the Project Office function to define funding needs and assist in putting together impactful proposals and presentations

QUALIFICATIONS AND SKILLS REQUIRED:

- Candidates with a Master's degree in Marketing / Enterprising candidates with Bachelor's degree and 8-10 years of rich experience in Business development/ Sales from a reputed organization. Experience in education sector, not for profit sector or financial services will be ideal.
- The person should have an outgoing pleasing personality, be passionate about working in the social sector, and have an ability to work with diverse teams and styles.
- Excellent written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituencies.
- Proficiency with core social media platforms.

Location: The selected candidate will be working from the IIM Ahmedabad campus. (Only candidates who are ready to relocate to Ahmedabad may apply)

Compensation: Commensurate with the qualification and experience of the candidate.

To apply, please send your updated CV to endowment@iima.ac.in by 15th October 21.