



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Executive – Donor Relations

IIMA's Development Office is looking for a young and dynamic Executive – Donor Relations. The main job description is as follows.

Job Description:

- To regularly/periodically coordinate internally with Centre Heads, Faculty, Administration, Institute Engineering Team, F&A and others for collecting information to report to IIMA Management through Dean AER and also to the donors
- To build and maintain donor-wise/initiative-wise updated information with quick access for reporting to the donors and also internally to the management
- This assignment requires managing relationships and database management facilitated by active technology/internet support.

Qualification, Experience & Skill Requirements:

- Graduate in any discipline with minimum 5 years of experience, of which at least 2 years should be independently managing communication both internally within the organization & externally with clients/customers/ vendors/any other entity.
- Post Graduate in English/IT/Technology/Management is preferred.
- The candidate's key skills to include following:
 - Effective communication and relationship building activities
 - Excellent communication skills - both written and verbal - especially in English
 - Should be able to collaborate and work in team with internal staff, officers, faculty, donor's representatives in India and abroad
 - Strong networking abilities
- Candidate should be serving in the 6th CPC - GP 2800 or above OR drawing equivalent pay in private sector (Approx. Rs.30,000 per month).

Age: Maximum 40 years as on the last date of application. Government of India instructions on reservation will be followed.

Reporting to: The selected person will report to the Dean (Alumni & External Relations).

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **June 28, 2017**.

[Click here to Apply](#)