



Associate Vice President – Alumni & External Relations

Indian Institute of Management Ahmedabad (IIMA) is looking for Associate Vice President – Alumni & External Relations. The AVP- A&ER is a senior functionary position with higher educational qualification, maturity and integrity.

Job Summary:

The AVP (Alumni and External Relations) will lead the institute's efforts in engaging with its global alumni network and building strong external relationships. This role involves managing key stakeholder relationships, coordinating with the endowment office for impactful fundraising, and creating strategic partnerships with external institutions. The AVP will play a pivotal role in aligning alumni and external partnerships with IIMA's long-term goals, enhancing the institute's reputation and resource base.

Key Responsibilities:

1. Alumni Engagement & Relationship Management:

- Develop and execute a comprehensive alumni engagement strategy to foster lasting relationships with alumni worldwide.
- Organize high-quality alumni events, reunions, webinars, and other networking opportunities to strengthen alumni ties with the institute.
- Ensure accurate and dynamic management of the alumni database, utilizing analytics to monitor engagement and track participation trends.

2. External Relations & Partnerships:

- Build and maintain strategic relationships with institutions, industry leaders, NGOs, and government bodies to foster collaborations.
- Leverage these partnerships to facilitate internships, placements, sponsorships, and other mutually beneficial programs.
- Represent IIMA in key forums, conferences, and networking platforms to enhance external visibility.

3. Strategic Communication & Outreach:

- Oversee communication strategies to keep alumni, external partners, and stakeholders informed and engaged with IIMA's activities.

- Drive the use of digital platforms, social media, newsletters, and alumni publications to enhance engagement.
- Develop content for external-facing reports, communication materials, and IIMA's website to showcase alumni and partnership achievements.
- Ensure quality publication of WIMBIAN - a quarterly alumni magazine.

4. Collaboration with Internal Stakeholders:

- Work closely with various departments including endowment office, faculty, and student bodies to align alumni and external engagement efforts with IIMA's academic and institutional goals.
- Partner with faculty and student programs to facilitate guest lectures, mentorship programs, and internships through alumni and external networks.

5. Global Alumni Chapters:

- Lead efforts to establish and strengthen both domestic and global alumni chapters, fostering deeper regional connections.
- Collaborate with chapter heads to organize regional events, professional development sessions, and networking opportunities for alumni.

6. Career Services and Mentorship:

- Implement Career Acceleration Programme.
- Lead the design and management of alumni-driven mentorship programs, ensuring alumni are actively involved in guiding students and younger alumni.

7. Data Management & Reporting:

- Ensure effective use of technology for tracking alumni and external partner interactions, using CRM systems and databases for strategic relationship management.
- Provide regular reports to senior leadership on alumni engagement, fundraising progress, and external partnership developments.

8. Event Planning & Execution:

- Oversee the planning and execution of key alumni and external partner events, including reunions, and conferences.
- Manage all event logistics, promotion, and post-event analysis to continuously improve engagement efforts.

Qualification and Experience:

- Applicant should have MBA (full time) or equivalent degree from a reputed institution.
- Minimum 10 years of experience out of which 5 years in alumni relations, corporate relations, external relations, or a similar leadership role.
- Demonstrated experience in developing and managing large-scale stakeholder engagement, fundraising, and relationship management initiatives.
- Experience in higher education or non-profit sectors is highly desirable.

Skills:

- Strong interpersonal, networking, and communication skills, with an ability to work effectively with diverse stakeholders.
- Strategic thinking and problem-solving abilities, with a proven track record of leadership in building successful alumni or external relations programs.
- Proficiency in using CRM systems, databases, and technology for stakeholder management.
- Exceptional event management and execution skills.

Personal Attributes:

- Highly motivated and passionate about higher education, relationship management, and alumni engagement.
- Strong leadership and influencing skills, with the ability to work closely with senior leadership.
- Global mindset with cultural awareness, enabling effective engagement with a diverse and geographically dispersed alumni base.
- Excellent organizational and project management abilities.

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

Age: Maximum 55 years (No Age relaxation to SC/ST/OBC/PWD/Women/Ex-Servicemen for this particular position)

Salary & Allowances:

Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 13 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **December 04, 2024**.

[Click here to Apply](#)