

Job Title: Manager/Deputy Manager, Development

Reports to: Director, Development

Location: Delhi (Okhla)

Experience (in years): 3-4 years (sales, business development, donor management experience is a plus)

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 empowered 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 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 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 Development Team:

The Development 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:

Pipeline/Lead Generation

- Primary and secondary research to generate a target list of qualified prospects across the various segments – HNI, Corporate donors, etc.

- Ability to leverage resources and networks, including online portals and listings, to generate intelligence and knowledge - ET 500, Fortune 500, Capital Markets, VCC, etc.
- Ability to qualify prospects to strengthen the fundraising and outreach efforts.
- Manage the target prospect lists and add new segment lists.
- Maintain the pipeline trackers.

Prospect Outreach

- Assist the outreach team in prospect emailing activity, tracking responses, and prospect follow-ups.
- Keep track of leads/prospects generated through the donor/influencer network.
- Share briefing on prospects and donors with the outreach team prior to a meeting.
- Support the team with the creation of bespoke presentations and supporting material to create non-standard proposals for potential donors (for research, centers, and other intellectual or physical assets).
- Co-ordinate for prospective events.

Donor Onboarding and Engagement

- Coordinating internally for the pledge letters/MOUs.
- Allocating scholarship.
- Coordinating with internal teams to complete the donor onboarding process.
- Ensuring donor data is in place for compliance purposes.
- Organizing campus visits for prospects and donors.

Donor fulfillment, Reporting, and Compliance

- Ensure adherence to MOU commitments and reporting as per formats agreed.
- Work in close collaboration with finance, communication, and other development/campus teams to gather input.
- Produce timely, accurate, and high-quality reports/updates.
- Ensure delivery of other agreed requirements, such as videos or testimonials by the teams concerned.
- Deepen existing partnerships by curating bespoke engagement leading to donor satisfaction and delight. These could be:
 - Interacting with scholarship recipients
 - Coordinating campus visits
 - Gathering necessary updates from Centers and other offices and departments in students/research etc.
 - Organizing meetups or other sessions with donor-appointed teams during audits, field visits, etc.
 - Ensuring quality control in all donor-related systems and processes – reporting, knowledge management, due diligence, etc.

Fundraising Operations & Knowledge Management

- Maintain up-to-date and accurate data on individual and organization donors as per agreed processes to ensure end-to-end donor lifecycle management.

- Maintain details and documents for all grants as per the agreed format, including information such as duration, purpose, and deliverables.
- Create and manage a repository/knowledge bank of all collaterals and data, such as standard and customized presentations, and templates in the run-up and post-deal closures.
- Compile information from various departments as per the agreed format.
- Maintain along with the operations support team and relationship holder capturing of critical information on CRM and other trackers maintained within the team for outreach, pipeline, and other KPI tracking.

Skill Sets Required :

- Proven research skills: tenacity and perseverance to gather data/generate knowledge by leveraging multiple sources - digital and print, primary and secondary
- Proficiency in MS Office
- Proficiency in Google Sheets
- CRM Tool – Salesforce
- Excellent spoken and written communication in English
- Relationship management skills
- Multi-tasking ability
- Strong process orientation
- Organized and disciplined
- Ability to respond back in shorter timelines and adhere to strict deadlines; Open to work on weekends (on rare occasions)
- Critical thinking, problem-solving, and analytical mindset - ability to join the dots
- Can-do attitude

Application Submission Process:

We invite you to embark on this journey by submitting your application to Ashoka University's Career Development Office. 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: Email your CV to connect.hr@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name _Applicant Name>". This will help us efficiently process your application.

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.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.