

**Job Title:** Assistant Manager - Documentation and Videography, Development Team

**Reports to:** Deputy Director, Development Team

**Location:** Delhi Office

**Experience (in years)**: 5-7 years

**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 empowering 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 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 and Fundraising:**

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 and Responsibilities:**

We are looking for a qualified person who will oversee and manage documentation and videography for the Development Team at Ashoka, which focuses on fund-raising. The role is multi-faceted and is for a communications professional who is adept at creating smart and crisp content across print and audio-visual platforms. The person we are looking for should be able to work with minimum supervision, be a good writer and think visually. Knowledge and ability to film and edit videos are additional skills required for the role. The individual will join the Development Team and work closely with the vertical focused on CSR donor engagement. While they will work from Ashoka’s office in New Delhi, they will have to make frequent trips – at least twice a week – to the University campus in Sonipat.

The position will entail the following responsibilities:

* Ideate, conceptualize and produce content across print and audio-visual platforms that can complement the work being done by the Development Team
* Visit the Ashoka University campus in Sonipat to document written and video stories regularly.
* Write short, compelling stories that showcase success.
* Develop scripts for short videos (2-3 minutes) that be used by the Development Team.
* Independently work with a filmmaker to shoot and edit films as and when required.
* Oversee the production of top-quality written and video content for the Development Team
* Create content, layout, and design various reports to be submitted to Ashoka donors. These would include scholar testimonials and progress reports in collaboration with the donor reporting team.
* Create collateral for any fundraising events organized by the team such as save the dates, invites, thank you emails, and presentations, as applicable.
* Support the relationship holders and donor reporting/operations team by drafting good quality and compelling pitch and proposal presentations. This would entail editing copy, working on design/layouts, and aligning tone and aesthetics aligned with Ashoka’s brand guidelines.
* Co-ordinate update of new founders/donors on the Ashoka website
* Create documents on Ashoka’s programs, offerings, or avenues of engagement to support conversations and engagement with potential donors.

**Qualifications and Skills Required:**

* Post-graduate degree in Mass Communications / Multimedia Journalism
* 5-7 years of professional experience in a newsroom, production house
* Multimedia communications professional (can create and edit visual and written communication products)
* Exceptional writer across print and audio-visual platforms
* In-depth understanding and hands-on knowledge of filming and editing.
* Track record in developing compelling content across print and video platforms.
* Needs to be a team player who is also able to work independently.
* Can work across teams.
* Can independently deliver - from concept to product.
* Is a multi-tasker and quick on their feet
* Will be able to create content at par with global standards.
* Is highly motivated and self-driven.

**Application Submission Process:**

We invite you to embark on this journey by submitting 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:** Email your CV to connect.hr@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Development and Fundraising \_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.

**Adherence to Deadlines:** To ensure fairness and efficiency, please submit your application by October 24th, 23. Applications received after the deadline will not be considered.

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.