

# Job Advertisement

Office of Development and Alumni Affairs (ODAA) is the single point of contact at the Indian Institute of Science for alumni, corporates and philanthropists seeking to support various initiatives at the institute. ODAA aims to build a vibrant community of alumni, friends, partners and well-wishers who seek to support the Institute's mission.

## Positions Open

- Development Officer (One position)

## Educational Qualifications:

Master's degree in Engineering or Science or Management (MBA) after an undergraduate degree in Science/Engineering. Extensive familiarity with software such as MS Office.

## Experience:

Required: At least 6 years of experience in the corporate sector or academia on a similar role. Candidates from industry should have experience in interacting with a global customer base and those from academia should have experience in managing alumni relations in a University or Institute of national repute. Candidates should possess excellent verbal and written communication skills, networking skills and ability to organize events. This position might require travel to various locations.

Desirable Qualifications: Experience in (i) data mining methods (online/offline), (ii) coordinating logistics for large meetings, and (iii) engaging with industry leaders and high net worth individuals.

## Age Limit: 50 years

## Salary:

- Development Officer: Rs 95,000 + HRA

## Notes

- These positions are full-time, temporary, and contractual.
- The contract is for an initial period of 1 year and may be renewed depending on IISc's requirement.
- The contract can be terminated at any time with one month's notice on either side.
- Benefits available to permanent employees of the Institute will not be applicable as these positions are contractual.
- Candidates will be short-listed based on their qualifications and relevant experience and interviewed at IISc Bangalore. Travel expenses will not be reimbursed.

## Job Description: Development/Corporate Relations Team

The Development/Corporate Relations Team at ODAA is expected to perform the following duties:

- Carry out day-to-day activities such as contacting donors, maintaining daily accounts and mailing lists, sending out emails to potential donors, sending thank-you notes, etc.
- Develop and maintain contacts with alumni, corporates and philanthropists to channelize contributions to development plans of IISc.
- Develop and maintain systems to manage alumni and donors, conduct donor background research and cultivate the donors, to process gifts and enable donor recognition.
- Coordinate the preparation of brochures, proposals and publicity material on projects.
- Coordinate high-level correspondence and communication with donors and corporates.
- Coordinate visits and meetings with top-level executives, philanthropists and alumni.

- Prepare and submit timely reports and documents for internal and external stakeholders.
- Develop strategies to increase engagement and outreach to alumni, philanthropists and corporates.
- Coordinate with various Institute offices to manage disbursement and tracking of funds and projects
- Other tasks at ODAA as assigned by the Chair.

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