



Advertisement inviting applications for a vacant position

IIIT-D is a State University created by an Act of Legislative Assembly of NCT of Delhi to facilitate and promote studies, research, incubation, and extension work in Information Technology and its application domains and to achieve excellence in these and connected fields.

IIIT-Delhi has six **academic departments** and various **research centers**. **IIIT-Delhi** is also a host for the **Technology Innovation Hub (TiH)**, under the National Mission on Interdisciplinary Cyber-Physical Systems supported by DST. The Institute has been in receipt of various accreditation and awards. The Institute has been awarded the **AICTE clean and smart campus** three times consecutively.

IIIT Delhi desires to set up an **Office of Development and Resource Generation** to engage with external stakeholders like Alumni, Corporates, Foundations, and Philanthropists in India and across the globe, raising funds to meet its long-term growth aspirations. The Institute seeks to appoint the **FRP** to implement all steps required relating to the establishment of the **Office of Development and Resource Generation** for IIIT Delhi to meet its growth objectives.

Job Title: Fund Raising Professional (FRP)

Location: IIIT Delhi, New Delhi (India)

Job Profile:

The FRP is the key official responsible for its overall performance. S/he would lay the vision and the strategy for the functioning of the office such that the office develops long term, sustainable, and profitable relationships with its stakeholders, inculcate the culture of trust, transparency, accountability and efficiency.

Job Responsibilities:

- The FRP will create systems for continuous engagement with various stakeholders like alumni, corporates, foundations, philanthropists, and other well-wishers. S(he) will engage with them on a one-on-one basis or through group forums.
- The FRP will foster relationships with donors, corporate partners, and IIIT Delhi faculty, staff, and students, encouraging them to become ambassadors for the Institute's fundraising initiatives.
- The FRP will create the fundraising strategy for the organization and oversee its implementation in consultation with IIIT Delhi management.
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- The FRP will identify key donor segments and monitor outreach to each of them, with targeted fundraising opportunities.
- The FRP will personally cultivate relationships with existing and potential donors to understand their interests and concerns.
- The FRP will leverage the team to raise resources through financial asks and to connect potential donors with opportunities dedicated to meeting the long-term objectives of IIIT Delhi.
- The FRP will be responsible for developing Office of Development and Resource Generation into a professionally managed organization in a phased manner. This would include hiring and developing a high-performance team.
- The FRP would be responsible for developing and implementing organizational policies

and processes and ensuring compliance with all statutory and regulatory guidelines.

- The FRP will create a proper framework, processes, and benchmarks to track the funds raised and report back to the donors.
- The FRP will strive for efficiency by ensuring the best-in-class overheads for fundraising. The incumbent will work with their team to enhance visibility for IIIT Delhi across digital and social media platforms through various marketing campaigns.
- The FRP will ensure that all the key processes are automated through workflows and application systems through their team.
- The FRP will ensure that a credible, secure, and up-to-date database of all potential donors and stakeholders is maintained.
- The FRP will ensure the use of best-in-class technology to manage: Alumni database, Donor database, fundraising pipeline, Team and Individual Performance, Fund utilization, Reports Analytics, Financial Reporting, and Accounting.
- The FRP's primary role will be of raising resources for the Institute and will carry challenging targets.

Skill Sets, Knowledge, and Experience:

- Educational qualifications: Graduate (preferably in Engineering), MBA (desirable) with excellent written and oral communication skills
- A seasoned fundraising professional with over 10 years (can be relaxed in case of exceptionally qualified candidates) of proven leadership and rich experience including 3 years managerial experience of working with diverse stakeholders and organizations across; Higher Education, Non-Profit and Banking sectors.
- The candidate should have outstanding relationship management skills. He should be able to conceptualize, shape, and implement a comprehensive and purpose-driven fundraising strategy to engage various corporates, trusts, and foundations and build long-term sustainable relationships
- S/he should understand the CSR ecosystem; analyze the philanthropic interests and priorities of various corporate houses, and align them with appropriate fundraising opportunities available at IIIT Delhi.
- S/he should proactively identify, engage and build strategic relationships with corporate houses through purposeful engagements; powerfully showcase IIITD leadership in the field of technology and elicit support for partnerships with IIITD.
- Engage deeply with internal key stakeholders to fully understand the strategic priorities and research focus and co-create new long-term avenues for fundraising.
- Analyze and mine market trends, information, and data to identify avenues for fundraising opportunities
- Participate in networking events and industry forums to position IIITD, build a solid institutional understanding of industry trends and leverage them for partnership opportunities at IIITD.
- Strive to exceed the set targets for fundraising annually with the help of the team

Compensation and Tenure:

The compensations consist of Fixed Pay (inclusive of all benefits) and Variable Pay.

The monthly consolidated salary (Fixed Pay) will be Rs. 1, 39,600/- per month. Depending upon the experience and suitability of the candidate this could go up to Rs. 1,60,000/- per month.

The Variable Pay shall be based on the efforts made by the FRP to raise fund on the amount beyond the initial target of Rs.100 Lakhs per annum that shall be assessed and recommended

by the Committee. The variable component will be paid after one year. The maximum Variable Pay would be capped to 2% of the amount raised in the year beyond the threshold of INR 100 Lakhs. The decision of the Committee for the assessment of the amount shall be final and binding. This percentage may be reviewed in the subsequent year(s), depending on the extent of the collections.

The initial period of appointment will be one year with extension every year purely based on performance to be assessed by the Committee constituted for this purpose, with three calendar months' notice in writing for separation on either side.

General Instructions:

1. The Institute reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit based on age, qualification, experience, etc.
2. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that they will be shortlisted and called for further recruitment. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed of further recruitment processes through registered emails only.
5. The selected candidate will be expected to join within three months from the date of the Offer of Appointment.
6. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc., will be required to produce the No Objection Certificate before the interview or send their application through the proper channel.

How to Apply:

Interested candidates may apply on email id admin-hr@iiitd.ac.in with subject as “**Post applied for Fund Raising Professional**” or at the postal address given below subscribing on the envelop “**Post applied for Fund Raising Professional**” so as to reach on or before **18th March 2022**, with a resume. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.

Postal Address:

The Registrar,
Indraprastha Institute of Information Technology, Delhi,
Okhla Industrial Estate, Phase III, New Delhi-110020
