

INSTITUTIONAL ADVANCEMENT OFFICE IIT GANDHINAGAR

Advertisement for the post of “Development Officer”

IIT Gandhinagar is seeking applications for a dynamic and dedicated “Development Officer” for fundraising activities and for developing linkages with corporations, R&D organizations, foundations and philanthropists in India and overseas. The Development Officer will assist the Dean (Institutional Advancement) in identifying prospective donors, soliciting funds, and managing new and existing donors, including individuals, corporations, foundations, etc.

Key Responsibilities:

- Assist the Dean (Institutional Advancement) in short- and long-range strategic planning for creating and implementing fund-raising goals and objectives.
- Conduct research, gather data, and analyse information on philanthropic trends, and scope new opportunities for resource generation.
- Prepare and deliver presentations to stakeholders on a variety of subjects related to development, resource generation and fund-raising.
- Prepare draft proposals, gift agreements, acknowledgement letters, and other related communication.
- Administer the donor database.
- Oversee fund-raising campaigns and donor recognition processes.
- Prepare annual reports highlighting key actions and achievements that can be shared with different stakeholders.
- Develop and maintain professional relationships and communication with donors, and perform required research to maintain an effective portfolio for all donors.
- Engage in the regular evaluation of efficiency and results, seek ideas and inputs from colleagues and share information of relevance.

Key Performance Indicators:

- Year-on-year donor growth
- Year-on-year donation growth
- Growth in average gift size
- Growth in donor retention rate
- Increase in recurring gift percentage
- Increase in pledge fulfilment percentage
- Growth in social media engagement

Duration of Appointment: One year (may be extended based on periodic performance evaluation of the candidate)

Consolidated Monthly Pay: Rs. 75,000 - 1,00,000 per month + HRA

Eligibility Criteria:

- Must possess an undergraduate degree in any discipline, and have excellent communication skills.
- Candidates with an MBA in Sales, Marketing, or a related field will be given preference. Prior formal association with the IIT system would be ideal.
- Past work experience in the fundraising domain will be an added advantage.
- Excellent interpersonal skills and the ability to interact effectively with donors, stakeholders and potential collaborators.
- Excellent writing skills, adept knowledge of electronic communications and social media.
- Excellent familiarity with software such as Microsoft Office, Google Docs, Database Management and presentation tools.
- Self-motivated, creative, positive and innovative thinker with good time management skills including adherence to tight deadlines, and a clearly demonstrated ability to work in a diverse team.
- Organised, systematic and able to prioritise, schedule and perform complex tasks on time.

How to apply:

Application Procedure: Interested candidates may apply through [this form](#). Shortlisted candidates will subsequently be invited for an interview. Informal inquiries by email are welcome and can be sent to: pm@iitgn.ac.in

Deadline to apply: Midnight on 10th August 2022