

# 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.

## Positions Open:

- Chief Development Officer (One position)
- Development Officer (One position)
- Alumni Relations Officer (One position)
- Alumni Relations Executive (One position)

**Read all details carefully before applying, including notes (common to all positions) at the end of the document.**

[Apply here](#)

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## Chief Development Officer

**Essential Qualification:** Masters in any branch of Science, Engineering or Management.

**Experience required:** A minimum of 12 years of experience in fundraising or alumni relations in a reputed institution/ organisation/ university or similar. Candidates with 12 years of experience at an executive position in industry with a proven track record of fund raising may also be considered.

**Desirable Qualification:** 2 years MBA from a reputed Institute/university or PhD in any branch of Science or Engineering.

**Salary:** Rs. 1,80,000 onwards + HRA

**Age Limit:** 50 years

## Job Description:

- Develop and maintain contacts with alumni, corporates and philanthropists to channelize contributions to development/research/infrastructure/student support 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 materials on projects
- Coordinate all communication, visits, discussions and meetings with all types of donors.
- Maintain daily accounts and contact details/ mailing lists of all relevant parties.
- Prepare and submit timely reports and documents for internal and external stakeholders during the full lifecycle of closed, ongoing and new projects at ODAA.
- Develop strategies to increase engagement and outreach to alumni, philanthropists and corporates.
- Coordinate with various Institute offices to manage disbursal and tracking of funds and projects
- Identify key alumni/associates/friends in each industry/company/institution to help IISc raise funds for special projects.

- Make the best use of data dashboards and fundraising tool used by the office to optimize fund raising efforts.
  - Lead and coordinate ODAA personnel to execute the above tasks.
  - Other tasks at ODAA as assigned by the Chair.
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## Development Officer

### **Educational Qualifications:**

Postgraduate/ MBA degree (2 years) with an Undergraduate degree in Science/Engineering from a reputed Institute/ University with at least 5 years of experience in academic or corporate organizations, preferably in customer/corporate relations Strategy/Planning or Marketing profiles

**Age Limit: 50 years**

**Salary:** Rs 80,00 onwards + HRA

### **Job Description:**

The Development Officer at ODAA is expected to perform the following duties:

- Develop and maintain contacts with alumni, corporates and philanthropists to channelize contributions to development plans of IISc.
  - Carry out day-to-day activities such as contacting donors, maintaining daily accounts and mailing lists.
  - Develop and maintain systems to manage donors, conduct donor background research and cultivate the donors to process gifts to IISc and enable donor recognition.
  - Coordinate the preparation of brochures, proposals and publicity material on projects.
  - Coordinate correspondence and communication with donors and corporates.
  - Coordinate visits and meetings with executives, philanthropists and alumni.
  - Prepare and submit timely reports and documents for internal and external stakeholders during the full lifecycle of closed, ongoing and new projects at ODAA.
  - Develop strategies to increase engagement and outreach to donors and corporates.
  - Coordinate with various Institute offices to manage disbursal and tracking of funds and projects
  - Other tasks at ODAA as assigned by the Chair.
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## Alumni Relations Officer

**Educational Qualifications:** Postgraduate/ MBA degree (2 years) with an Undergraduate degree in Science/Engineering from a reputed Institute/ University with at least 5 years of experience in academic or corporate organizations, preferably in alumni relations or customer relations

**Age Limit: 50 years**

**Salary:** Rs 80,000 onwards + HRA

### **Job Description:**

- Assist in developing a vibrant alumni-IISc ecosystem.
- Develop and maintain systems, databases, web portal and social media account to connect with alumni.

- Network with alumni in Bangalore and other cities to build a vibrant system focused on assisting IISc with development plans.
- Organize alumni anniversaries, get-togethers, and follow-ups with alumni to develop partnerships with IISc.
- Coordinate the preparation of brochures, reports and newsletters for alumni engagement.
- Interface with alumni to channel their donations to IISc.
- Build and follow-up on alumni suggestions and references to non-alumni contacts and industry connect.
- Develop and maintain a database of “associates/friends” of IISc comprising project assistants, and attendees of short-term courses and proficiency courses at IISc.
- Identify key alumni/associates/friends in each industry/company/institution to help IISc raise funds for special projects approved by the Institute.
- Other tasks as assigned by the Chair, ODAA.

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## Alumni Relations Executive

**Educational Qualifications:** Postgraduate/ MBA degree (2 years) with an Undergraduate degree in Science/ Engineering from a reputed Institute/ University with at least 3 years of experience in academic or corporate organization, in alumni relations or customer relations profiles.

**Age Limit:** 40 years

**Salary:** Rs 61,000 + HRA

### Job Description:

- Assist in developing a vibrant alumni-IISc ecosystem.
- Develop and maintain systems, databases, web portal and social media account to connect with alumni.
- Network with alumni in Bangalore and other cities to build a vibrant system focused on assisting IISc with development plans.
- Organize alumni anniversaries, get-togethers, and follow-ups with alumni to develop partnerships with IISc.
- Coordinate the preparation of brochures, reports and newsletters for alumni engagement.
- Interface with alumni to channel their donations to IISc.
- Build and follow-up on alumni suggestions and references to non-alumni contacts and industry connect.
- Develop and maintain a database of “associates/friends” of IISc comprising project assistants, and attendees of short-term courses and proficiency courses at IISc.
- Identify key alumni/associates/friends in each industry/company/institution to help IISc raise funds for special projects approved by the Institute.
- Other tasks as assigned by the Chair, ODAA.

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## Notes

- This position is 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.
- Candidates should possess excellent verbal and written communication skills, networking skills and ability to organize events. Some of these positions might require travel to various locations.
- 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.
- Experience in data mining methods (online/offline) and/or coordinating logistics for large meetings are highly desirable.