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IIT Hyderabad

Indian Institute of Technology Hyderabad  
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Phone: (040) 2301 6119

Date: 13.05.22

Office of Alumni Relations/Development Office, IIT Hyderabad  
Call for Applications for the Position of Alumni **Engagement Manager**

IITH has its alumni all over the world pursuing their career in many diverse areas. Alumni have a strong emotional connect with the institution and have willingness to contribute to their Alma Mater. Main role of this profile is to engage with alumni and other external stake holders like corporates and other high net worth individual and raise funds for IIT Hyderabad. Applications are invited for a position of Alumni Engagement Manager in the office of Dean (Alumni Relations), IIT Hyderabad for a period of 1 year.

**1. Eligibility and requirements**

- Bachelors degree in any stream with atleast 70% or 7 CGPA from a recognised university.
- 3-4 years experience in Relationship management/B2B,B2C sales , customer facing roles.
- Good working knowledge of basic software packages like Excel, Word processing or equivalent software and ability to handle database.
- Good proficiency in oral and written communication capabilities.
- Candidates with strong relationship building capabilities would be preferred.
- Ability to use CRM / ERP solutions.
- Experience in public relations, Branding and corporate communications

**2. Desirable**

Experience in generating funds and working with philanthropists, ability to identify funding needs and start campaigns, creative in developing attractive and appealing contents and newsletters, Effective deployment of funds and create utilisation reports

3. Consolidated **Pay:** Rs. 35,000 /- per month

4. **Anticipated start date:** 10.06.2022

5. **Tenure:** Contract for a period of 1 year. However, the selected candidate can be reengaged for subsequent terms based on his/her performance and requirement of the Department.

6. **Mode of Selection:** Interview

7. **Closing Date for applications:** 27.05.2022

8. **AGE: 35 yrs max.**

Interested should send their CV by 11:59 PM on 22nd May 2022, to dean.ar@iith.ac.in. Screened applicants will be called for an online interview, tentatively between 26th May to 1st June, 2022.