

<b>Position:</b>	<b>Manager - Alumni Relations</b>
<b>Role Overview:</b>	The <b>Manager – Alumni Relations</b> will cultivate meaningful connections with alumni through innovative engagement initiatives and events. This role involves managing communications, enhancing alumni relationships, and driving fundraising efforts to support the university’s vision. The candidate will play a pivotal role in strengthening the alumni network and fostering long-term collaborations.
<b>Qualification:</b>	Postgraduate/Master’s degree in any discipline.
<b>Required Skills:</b>	<ul style="list-style-type: none"> <li>▪ Outstanding verbal and written communication abilities.</li> <li>▪ Exceptional interpersonal and relationship-building skills.</li> <li>▪ Organized, proactive, and driven to achieve outcomes independently.</li> <li>▪ Adaptable, flexible, and dedicated, with the capacity to manage workload effectively.</li> <li>▪ Strong problem-solving skills and a results-oriented mindset.</li> </ul>
<b>Required Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years of demonstrated experience in independently conceptualizing, designing, and executing events preferably within an educational institution or a university.</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Cultivating and nurturing relationships with alumni across the globe.</li> <li>▪ Developing and managing strategies for raising funds from alumni and corporate partners.</li> <li>▪ Leading communication with key donors and funders to cultivate, grow, and sustain long-term collaborations and funding opportunities.</li> <li>▪ Leveraging technology tools for effective alumni engagement, including increasing process automation and deploying innovative solutions.</li> <li>▪ Conducting social media campaigns to enhance alumni engagement.</li> <li>▪ Designing and implementing an on-campus event calendar for alumni activities.</li> <li>▪ Planning and organizing individual alumni speaking sessions and events, ensuring seamless execution.</li> <li>▪ Managing outreach and gathering post-event feedback to improve future event designs.</li> <li>▪ Collaborating with faculty, student volunteers, and campus clubs to create opportunities for periodic on-campus alumni events.</li> <li>▪ Maintaining and managing the alumni database.</li> <li>▪ Performing other duties as assigned by the Dean, Placements &amp; Alumni Relations.</li> </ul>
<p><b>To Apply:</b> Mention the position you are applying for in the email subject line and send your updated CV to <a href="mailto:hrd@iihmr.edu.in">hrd@iihmr.edu.in</a></p>	