Advertisement for Recruitment of Assistant General Manager/Chief Manager (Engagement)
and Senior Manager (Operations)

The Indian Institute of Technology Indore invites applications from dynamic and experienced professionals for the following positions in the Office of Alumni and Corporate Relations (ACR):

1. **Assistant General Manager / Chief Manager (Engagement) - 01**
   - **Nature of Engagement**: Contractual
   - **Tenure**: Initially for one year, extendable based on performance and requirement
   - **Essential Qualifications:** Master's degree in Science & Technology, Management, Communication, or a related discipline from a recognized university/institute.
   - **Experience**: Minimum of 8-10 years of relevant experience in industry or higher educational institutions in corporate relations, partnership management, and/or not for profit fund-raise.
   - **Emoluments:** ₹ 1,00,000 – 1,25,000 per month (consolidated), depending on the Qualifications and relevant experience, as per the institute's norms).

Desirable Profiles:

a. Proven ability to explore/identify, establish and nurture long-term partnerships with industry, Corporate House, and philanthropic organizations.
b. Strong networking capability and professional presence.
c. Strong communication skills in all forms.
d. Demonstrated experience in corporate social responsibility (CSR) outreach, donor engagement, and sponsorship mobilization.
e. Familiarity with academic ecosystems and corporate collaboration frameworks in tandem with Government & Corporate CSR guidelines.
f. Competence in developing strategic plans for outreach, partnership development, and relationship growth.
g. Adaptability to dynamic institutional and corporate environments across Industry Sectors.
h. Familiarity with digital campaign and AI.
i. Flair to work in team

Key Responsibilities:

- Conceptualize, shape and implement a comprehensive and purpose-driven fund-raising strategy to engage various corporate, trusts and foundations and build long-term sustainable relationships.
- Understand the CSR ecosystem; analyse the philanthropic interests and priorities of various corporate houses and align them with appropriate fund-raise opportunities available at IIT INDORE
- Proactively identify, engage and build strategic relationships with corporate houses through purposeful engagements; powerfully showcase IIT Indore's leadership in the fields of science and technology and elicit support for partnerships with IIT Indore

- Engage deeply with internal key stakeholders in the system to fully understand the strategic priorities and research focus and co-create new long-term avenues for fund-raise
- Analyse and mine market trends, information and data to identify avenues for fund-raise opportunities
- Participate in networking events and industry forums to position IIT Indore, build a strong institutional understanding of industry trends and leverage them for partnership opportunities at IIT Indore.
- Strive to exceed the set targets for fund-raising annually with the help of the team

- Build strong relationships with faculty at IIT Indore and translate ongoing research work at IIT Indore into meaningful opportunities for donor participation

- Ability / interest to travel and working beyond the office hours to meet the commitment

2. Senior Manager (Operations) - 01

- **Nature of Engagement:** Contractual
- **Tenure:** Initially for one year, extendable based on performance and requirement
- **Essential Qualifications:** Bachelor's/Master's degree in Technology, Management, Administration, or a related discipline from a recognized university/institute.
- **Experience:** Minimum of 5-7 years of experience in project management roles with track record of getting difficult projects done, preferably in the Industry/Corporate environment.
- **Emoluments:** ₹ 70,000 – 75,000 per month (consolidated), depending on the qualifications and relevant experience, as per the institute's norms).

Desirable Profiles:

a. Strong track record of managing and delivering complex, multi-stakeholder projects on time and within budget.
b. Proven ability to streamline processes, set priorities, and ensure efficient resource utilization.
c. Skilled in planning, execution, monitoring, and closure of projects using modern project management tools and methodologies.
d. Experience in risk assessment, contingency planning, and performance evaluation.
e. Skilled at report preparation, documentation, and presentation.
f. Understands system-level inter-dependencies and long-term implications of operational choices.
g. Focused on measurable outcomes, timely deliverable, and continuous improvement.
h. Comfortable working in dynamic, fast-paced environments with evolving priorities with team.

Key Responsibilities:

- Developing project baselines; monitoring & controlling projects with respect to cost, resource deployment, milestones of deliverable as per desired levels of execution.

- To collaborate with stakeholders and donors to estimate project efforts, define key milestones, monitor progress, address dependencies, assess risks, and provide regular project updates to stakeholders.
- Manage project life-cycle through vigilantly monitoring, timely donor reporting, provisioning change management and establishing governance & program management structure as per guidelines.
- Identifying project dependencies among various departments of the Institutes and mitigating the risk involving all stakeholders.
- Work with front-line engagement teams to understand and analyse donor feedback and use the insights to create opportunities for fund-raise.
- Build strong relationships with faculty at IIT INDORE and translate ongoing research work at IIT INDORE into meaningful opportunities for donor participation.
- Develop organizational competency for building detailed project plans for different projects being undertaken to deploy the funds coming through various sources.
- Build a culture of execution excellence by building strong internal relationships and influencing key stakeholders.
- Own project delivery and ensure collaboration and synergy among internal departments for seamless execution. Ability / interest to travel and working beyond hours to meet the commitment.

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General Instructions:

- The appointment shall be purely on a contractual basis and will not confer any claim for regular employment.
- The Institute reserves the right to fill or not to fill any of the positions.
- Remuneration will be commensurate with qualification and experience.
- Interested candidates may submit their application through the prescribed format available on the Institute website (www.iiti.ac.in) along with supporting documents. After submitting the application, a copy of the application shall be shared at acroffice@iiti.ac.in.

Last Date for Submission of Application: November 15, 2026, 1700 hrs

Address for Correspondence:

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