

## **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)**

- **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 15 years of relevant experience in industry or higher educational institutions in corporate relations, partnership management, and/or not for profit fund-raise.
- **Remuneration:** As per Industry standards.

### **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)**

- **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 10 years of experience in project management roles with track record of getting difficult projects done, preferably in the Industry/Corporate environment.
- **Remuneration:** As per Industry standards.

### **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](http://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](mailto:acroffice@iiti.ac.in).

**Last Date for Submission of Application: December 10, 2025**

#### **Address for Correspondence:**

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Assistant Registrar  
 Alumni & Corporate Relations  
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