

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to the upper right. The text is set against a dark red rectangular background.

iihs<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Manager/Associate – Resource Development

## About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

## Job Description

The Manager / Associate – Resource Development will be part of the Resource Development Team at IIHS. Resource mobilization and development is a strategically important function at IIHS and is recognized as a critical enabler of institutional growth and sustainability.

As part of the Resource Development Team, the Manager / Associate – Resource Development will be responsible for providing support to fund raising activities by researching and identifying market segments, creating outreach plans, and assisting with campaigns to reach revenue targets.

## Activities and Tasks

The responsibilities would include, but not be limited to, the following:

- Connecting with existing and prospective donors, building relationships through appropriate engagement, communication and follow-up;
- Helping create appropriate fund-raising proposals from IIHS;
- Managing and tracking donor communications and proposals;
- Collaborating with internal teams to identify potential donor engagement platforms and activities, creating collaborative proposals and relevant material for donor information/updates;
- Helping scope the market and identify fund raising opportunities in India and internationally;
- Assisting in building an outreach plan based on multiple market segments including individuals, corporates and foundations;
- Engaging with various stakeholders to enhance the profile of IIHS in the external world.

The position will need to collaborate effectively with a diverse group of internal teams and external entities across levels and hierarchies.

## Person Specification

The ideal candidate should have:

- A Master's in Management or any other relevant field;
- Prior experience in fund raising, business development, outreach or any other related function; candidates with a flair for guest/customer relations may also apply;
- Excellent spoken and written English communication skills;

- Proficiency in Microsoft Office, including Word, Excel and PowerPoint;
- Familiarity with the use of digital and social media to achieve functional objectives;
- Excellent inter-personal skills, and the ability to work with inter-disciplinary teams.

We are building a team and open to candidates at different experience levels.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

This is a paid full-time position with a competitive salary. The search will remain open until the position is filled.

**Location**

This position is based in Bengaluru and may entail travel to other locations in India.

**Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

**Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

**Contact**

Please email an updated resume, along with a cover letter addressing how you meet the above requirements, to [hr@ihs.co.in](mailto:hr@ihs.co.in) (*Subject: Manager/Associate – Resource Development*).

The logo for the Indian Institute for Human Settlements (iihs) features the lowercase letters 'iihs' in a bold, sans-serif font. A registered trademark symbol (®) is positioned to the upper right of the 's'. A thin horizontal line is drawn beneath the letters.

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

#### **IIHS Bengaluru City Campus**

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.

T: +91 80 6760 6666 | F: +91 80 2361 6814

#### **IIHS Chennai**

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai

600 017. India. T +91 44 6630 5500/6555

#### **IIHS Delhi**

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.

T: +91 11 4360 2798 | F: +91 11 2332 0477

#### **IIHS Mumbai**

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,

Mumbai 400 006. India. T: +91 22 6525 3874

[www.iihs.co.in](http://www.iihs.co.in)