

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 its upper right. The logo is set against a dark red rectangular background.

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Manager – Resource Development (Fund-raising)

## 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 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

Resource mobilisation and fund-raising is a strategically important function at IIHS and is recognised as a critical enabler of institutional growth and sustainability.

The position of Manager – Resource Development will be involved in fund-raising initiatives. This will entail donor communication, relationship building, creation of collaterals, and other activities as needed to deliver against internal targets.

## Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Supporting in the implementation of IIHS' fund-raising strategy;
- Building and nurturing IIHS' relationships with diverse donor segments including Foundations, Corporates, CSR Trusts, Philanthropists and Philanthropic Foundations, both domestic and international;
- Supporting in the development of persuasive and innovative proposals, case studies, and other collateral as relevant to specific donor segments;
- Curating, growing and strengthening IIHS' donor database on a continuous basis; this will include researching diverse donor segments and conducting due diligence on prospects as needed;
- Ensuring the maintenance of accurate and comprehensive fund-raising records and reports;
- Managing routine MIS reporting on fund-raising status, activities, achievements, and plans;
- Helping deliver both operational and capital resource mobilisation against institutional targets;
- Working closely with other teams at IIHS to support their business development and grant raising initiatives;
- Creating and sending out regular updates and other institutional communication as appropriate to all Donors; ensuring timely and effective follow-ups on initiated conversations;

- Building and maintaining current knowledge of the Fund-Raising marketplace through analysis and research on a continuous basis;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

### **Person Specification**

- At least 8 years of experience in fund-raising (or equivalent);
- A Master’s degree in Management or any other related field;
- Some market knowledge and understanding of the fund-raising space;
- Strong communication skills, both oral and written; an ability to interact effectively with diverse groups of individuals and personalities across levels, sectors and disciplines;
- Strong online research and database management skills;
- Proficiency in Microsoft Excel, PowerPoint and other relevant software tools; proficiency in the use of digital and social media, especially LinkedIn.

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.

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.

### **To apply**

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

### **Contact**

Please write to us at [hr@iihs.co.in](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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