

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.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate/ Senior Associate –
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.

As an interdisciplinary and distinct university, IIHS is focused on the challenges and opportunities of India's urban transition. It 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 applied research/practice-based work. It aims at bringing together theory and praxis around India-centric knowledge and applied research grounded in our contexts as well as engaging with and drawing from knowledge across the globe.

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

Job Description

Fund-raising is a strategically important function at IIHS and is recognized as a critical enabler of institutional growth and sustainability.

The position of Associate/ Sr Associate – Resource Development will provide research, documentation, coordination and administrative support to IIHS' fund-raising activities and initiatives. Specifically, the Associate will be engaged in research on donor prospects and due-diligence, drafting donor communications, maintaining donor records, creation of fund-raising collaterals, creating and maintaining records of meetings, and coordinating other activities as needed to facilitate fund-raising for IIHS.

Activities and Tasks

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

- Supporting in the implementation of IIHS' fund-raising strategy;
- Conducting research on diverse donor segments including Corporates and Foundations, Trusts and other prospective domestic donors;
- Supporting in conducting the due diligence for prospects;
- Drafting donor communication and other fund-raising collateral;
- Maintaining routine MIS on fund-raising status, activities, and follow-ups;
- Maintaining fund-raising records and reports;
- Working closely with other teams at IIHS to support their business development and grant raising initiatives;
- 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 travelling on IIHS work within or outside the country as and when needed.

Person Specification

- 2-6 years of experience in fund-raising, marketing, sales, or any similar role;
- A Master's degree in Management or any other related field;
- Strong online research and database management skills;

- Strong communication skills, both oral and written; an ability to interact effectively with diverse groups of individuals and personalities across levels, sectors and disciplines;
- Proficiency in Microsoft Excel, PowerPoint and other relevant software tools; proficiency in the use of digital and social media, especially Linked In.

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 if you need any clarifications while filling the online application form.



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