

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**

Research and Documentation  
Associate – Resource Development

## About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe

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

## Job Description

Resource development (fund-raising) is a strategically important function at IIHS and is recognized as a critical enabler of institutional growth and sustainability.

The research and documentation associate 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, maintaining donor records, creating and maintaining records of meetings, and coordinating other activities as needed to facilitate fund-raising for IIHS.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent.

## 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;
- Maintaining routine MIS on fund-raising status, activities, and follow-ups; producing MIS analytics including dashboards and reports;
- Maintaining fund-raising records and reports;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-building at IIHS and carrying out tasks as assigned by IIHS.

## Person Specification

- 2-6 years of experience in back-office operations, preferably in a development office;
- A Bachelor's and/or 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, Word, PowerPoint, contemporary AI tools and other relevant software tools; proficiency in the use of digital and social media, especially LinkedIn.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent. 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.



**iihs**®

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