

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 logo is set against a dark red rectangular background.

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INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Manager – 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 mobilisation and development is a strategically important function at IIHS and is recognised as a critical enabler of institutional growth and sustainability.

The Manager – Resource Development will be involved in fund-raising outreach initiatives such as calling prospects, related communication and relationship building, and other activities as needed to raise funds 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;
- Managing prospects' database;
- Contacting, sending initial communication, organising meetings and following up, and addressing prospects' queries;
- Supporting the team's efforts to deliver both operational and capital resource mobilisation against institutional targets;
- Working closely with other teams at IIHS to support their business development;
- Creating and sending out regular updates and other institutional communications as appropriate to prospects and donors;
- Building and maintaining current knowledge of the fund-raising marketplace through continuous analysis and research;
- 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.

## Structure and Reporting

The Manager will report to the Head – Resource Development at IIHS or to any other person designated by the Head and will be required to collaborate effectively with a diverse group of internal teams and external Individuals/ organisations, and students.

**Person Specification**

The ideal candidate should have:

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

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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