

## JD Manager / Senior Manager – Stewardship & Advancement

### Role Summary

The (Senior) Manager of Stewardship & Advancement is a high-impact leadership role designed to transform alumni goodwill into institutional legacy. You will be the architect of the Endowment Fund and the primary bridge between alumni-led corporate entities and the student body. Your goal is to secure the institute's future through sustainable funding and to enrich the student journey through high-value alumni interventions. This is an Individual Contribution role and not a Team management role.

**Location:** Based in Delhi (Shared services resource with frequent travel to Kolkata and Bhubaneswar)

**Reports to:** Head of Alumni Relations

### **Key Responsibilities**

#### **1. Endowment & Scholarship Strategy**

- **Fund Architecture:** Design and execute multi-year strategies to scale the Institute's Endowment Fund.
- **Major Gift Stewardship:** Identify and nurture relationships with high-net-worth alumni to establish perpetual merit and need-based scholarships.
- **Sustainability:** Ensure the growth of the corpus aligns with the institute's long-term financial goals.

#### **2. Corporate-Alumni Ecosystems**

- **Strategic Tie-ups:** Leverage alumni in C-suite or founder roles to create institutional partnerships.
- **Opportunity Pipeline:** Facilitate "warm leads" for live projects, internships, and high-priority placement opportunities for current students.

#### **3. High-Impact Student Engagement**

- **Professional Development:** Orchestrate "Life-After-Campus" workshops and industry-immersion sessions led by distinguished alumni.
- **Mentorship Framework:** Build a structured, high-value mentorship program that pairs students with industry leaders.

#### **4. Program Innovation & Grants**

- **New Ventures:** Conceptualize and operationalize Student Incubation Funds, Research Grants, and Alumni-led seed funds.
- **Value Addition:** Continuously evaluate the academic curriculum to identify gaps where alumni expertise can add value.

#### **5. Impact Stewardship & Reporting**

- **Donor Transparency:** Maintain a gold-standard reporting system that provides donors with clear data on the impact of their contributions.
- **Recognition Programs:** Develop donor recognition societies and events to celebrate and retain contributors.

## Experience Profile

- 10–12+ years with a proven track record of growing a corpus fund or leading significant institutional partnerships.

## Educational Qualifications

- **Qualification (Post-Graduation): Preferred a MBA or Master's in Institutional Advancement, Public Policy, or Non-Profit Management.** A post-graduate degree is highly preferred as it provides the candidate with the academic maturity required to engage with senior alumni (C-suite executives and Founders) on an equal footing.

**Professional Certifications (Added Advantage)** These certifications signal that the candidate understands the global standards of "Advancement" (the professional term for university fundraising and stewardship):

- **CFRE (Certified Fund Raising Executive):** The gold standard for individuals managing endowments and large-scale philanthropic gifts.
- **AFP (Association of Fundraising Professionals) Certification:** Demonstrates a commitment to ethical and effective fundraising practices.
- **Financial Planning/Wealth Management (e.g., CFP):** Highly valuable for the "Endowment" portion of the role, as it helps the manager discuss tax-efficient giving and corpus growth with donors.
- **CRM Expertise (Salesforce/HubSpot/Blackbaud):** Certification in donor management systems is a major plus for tracking the stewardship pipeline

KPI	Definition	Frequency	Measurable Goal
Endowment Corpus Growth	% increase in the principal fund value through alumni contributions.	Annual	10%–15% YoY growth
Scholarship Activation	Total new donor-funded schemes launched and total aid disbursed.	Semesterly	[X] New schemes per year
Alumni-Corporate Synergy	Number of formalized partnerships for placements/internships.	Quarterly	[X] New tie-ups per quarter
Engagement Efficacy	Student participation and satisfaction in alumni-led initiatives.	Per Program	Avg. score > 4.0/5.0
Stewardship Reporting	Accuracy and timeliness of impact reports sent to donors.	Bi-Annual	100% compliance
Program Innovation	Launch and operationalization of new flagship initiatives.	Annual	1–2 Flagship programs

Interested candidates are invited to submit their application along with a detailed resume at [staff.recruitment@imi.edu](mailto:staff.recruitment@imi.edu)

Last date of application :- 10th May 2026