

# **IHUB ANUBHUTI-IIITD FOUNDATION**

Indraprastha Institute of Information Technology Delhi  
Okhla Industrial Estate, Phase III, New Delhi –110020

## **Advertisement inviting applications for the ‘Head of Fund Raising & Partnerships’**

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a sector-agnostic Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” to be supported by the Science and Engineering Research Board (SERB), Department of Science and Technology (DST), Govt of India.

The Foundation is looking to hire an individual for the **Head of Fund Raising & Partnerships** position and invites applications for the same.

### **Job Title: Head of Fund Raising & Partnerships**

**No. of post:** One

### **Job Profile:**

Plan, develop and implement fundraising activities for IHUB so as to make IHUB financially sustainable organization. Have the necessary vision, leadership and fundraising skills which will enable IHUB to achieve its targets and development programme. This role will give the individual a significant opportunity to build sustainable partnerships alongside grant funding, ensuring financial sustainability and future growth of the organization. The person has to work closely with IHUB CEO to design fund raise strategy and engage deeply with corporate houses, trusts and foundations. Closely collaborate with other Technology Innovation Hubs and internal stakeholders at IHUB and IIITD to oversee and ensure effective execution of the strategy.

### **Job responsibilities include, but are not limited to the following:**

- Conceptualize, shape and implement a comprehensive and purpose-driven fund raising and partnership strategy to engage various corporates, start-ups, trusts and foundations and build long-term sustainable relationships.

- Understand the CSR ecosystem, analyze the philanthropic interests and priorities of various corporate houses and align them with appropriate fund raise opportunities available at IHUB.
- Research global and domestic grant making organizations in India and their corporate responsibility programs to access these funds. Identifying target partners and initiating contact, preparation of proposals and presentations, negotiating partnership agreements and managing key relationships and reporting requirements.
- Proactively identify, engage and build strategic relationships with corporate houses through purposeful engagements.
- Managing information and recording the profile and fundraising activity of donors on a database.
- Ensuring major donors or companies are kept informed of progress and key milestones
- Spotting fundraising opportunities and raising awareness of the organisation's work
- Powerfully showcase IHUB's leadership in the fields of science and technology and elicit support for partnerships with IHUB.
- Engage deeply with internal stakeholders in the system to fully understand the strategic priorities and research focus and co-create new long-term avenues for fund raise.
- Analyze and mine market trends, information and data to identify avenues for fund raising annually.
- Developing a communications program that will lead to deeper and broadened engagement with potential corporate partners, trusts and foundations
- Prepare reports and give presentations on fundraising progress to the internal and external stakeholders, Hub Governing Body and Board of Directors.
- Income and expenditure budget planning and management.

### **Skill Sets, Knowledge and Experience**

- **Educational qualifications:** Graduate, MBA (desirable) with excellent written and oral communication skills.
- **Experience:** Preferably 7-10 years' in a similar fund raising role or partnerships experience.
- **Desirable:**
  - Understanding of CSR funds avenues and schemes
  - Association with philanthropy and fund raise is a plus.
  - Understanding of long sales cycle e.g. in technology sales.
  - Good at researching and devising strategies, as well as spotting and taking advantage of donation opportunities

- Strong educational pedigree, preference for qualification in science and technology.
- Outstanding relationship management skills.

**Compensation, Tenure and other details:**

In the range of INR 70,000-90,000/- per month. There will be an initial probation period of 6 months.

**Age:** Preferably less than 40 years

**Separation condition:** 1 calendar months' notice in writing for separation on either side or salary in lieu of the notice period.

**General Instructions:**

1. IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of age, qualification and experience, etc.
2. IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within three months from the date of Offer of Appointment.
6. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel.

**How to Apply:**

Interested candidate may apply on <https://forms.gle/3uk8qg43CgEQEjT39> with a resume latest by 12<sup>th</sup> October, 2021. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.