

JOB DESCRIPTION

Position Title:	Assistant Manager, University Advancement
Department:	Office of University Advancement
Reporting To:	Manager Systems & Analytics, University Advancement
Type of Position:	Full-Time
Grade:	M3-M4

POSITION DESCRIPTION

The Assistant Manager, University Advancement, is responsible for managing donor relations and supporting the institution's fundraising operations. This includes maintaining accurate donor records in the CRM, tracking contributions, generating reports and supporting donor stewardship and engagement activities.

In addition, the role oversees the administration of donor-funded scholarship programs, ensuring effective management of scholarship operations, financial tracking and reporting, while maintaining accurate program data. The position requires strong coordination, project and financial management skills, attention to detail and a commitment to operational accountability to ensure a seamless experience for donors and program beneficiaries.

DUTIES AND RESPONSIBILITIES

Donor Management and Coordination

- Maintain organized and up-to-date donor records within the CRM, ensuring accuracy and completeness.
- Support donor engagement efforts through coordination of communications, follow-ups and internal alignment.
- Prepare briefing materials, summaries and supporting documentation for donor on-boarding.

Data, Systems and Reporting

- Ensure accurate maintenance of donor, prospect and program data within the CRM.
- Generate routine and ad hoc reports to track engagement, pipeline movement and fund utilization.
- Support improvements in data management processes and CRM workflows.

Financial Management and Compliance

- Oversee the financial management of the University Advancement programs, including allocation tracking, monitoring of utilization and reconciliation of funds.
- Prepare periodic financial summaries and analyses for internal review and donor reporting.
- Ensure adherence to organizational financial controls, audit requirements and reporting standards.

Program Oversight and Coordination

- Manage the administration of donor-funded scholarship programs, including allocation cycles and renewals.
- Coordinate with the Office of Student Finance to ensure timely and accurate scholarship disbursements.
- Maintain complete and up-to-date records for scholarships in line with donor agreements and institutional policies.

Events and Engagement Support

- Coordinate donor-related events, including briefings, campus visits and interactions with scholars.
- Manage logistics such as invitations, schedules, materials and follow-up documentation.
- Liaise with internal stakeholders to ensure smooth execution and alignment.

Operational Support and Departmental Coordination

- Support effective management of departmental operations, ensuring smooth coordination across functions.
- Contribute to the development and maintenance of processes, documentation and internal guidelines.
- Assist with audits, compliance requirements and administrative documentation as needed.
- Support ongoing improvements in operational workflows and cross-team coordination.

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	<ul style="list-style-type: none"> • Minimum Bachelor's degree in Business Administration, Project Management, Finance, or a related field (Master's preferred). • At least 4–5 years of relevant experience in grants administration, donor relations, or program management within a university or higher education non-profit environment. • Proven experience managing donor-funded programs, reporting and financial documentation. • Proficiency in CRM/ERP systems and strong skills in Microsoft Excel and data management.
---	---

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>Sr. No.</i>	<i>Competency</i>	<i>Criticality</i>
1	Strong project and financial management skills	High
2	Excellent coordination and communication abilities	High
3	Attention to detail and documentation accuracy	High
4	Ability to manage multiple priorities under tight timelines	High
5	Proficiency in CRM and data-driven reporting	High
6	Strong analytical and problem-solving skills	Medium

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department