



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/TISS/FUND RAISER/JUL/2026

13 July, 2026

**Advertisement for the posts on contract basis at the TISS**

**Manager – Resource Mobilization [Fund Raiser (Senior)] and Assistant Manager – Resource Mobilization [Fund Raiser (Junior)]**

The Tata Institute of Social Sciences ([www.tiss.ac.in](http://www.tiss.ac.in)), established in the year 1936 is a Deemed to be University, under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India. TISS is a Grade I University as per NAAC assessment 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 52 Masters' Degree programmes and 21 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 28 Bachelor of Vocational degree programmes.

Applications are invited for one post of '**Manager – Resource Mobilization [Fund Raiser (Senior)] and Assistant Manager – Resource Mobilization [Fund Raiser (Junior)]**' to be filled on contract basis initially for a period till March 31, 2027 and extendable based on performance of the candidate and requirement of the Institute.

| Sr. No. | Particulars                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 1       | Name of the Post                         | Manager – Resource Mobilization [Fund Raiser (Senior)] and Assistant Manager – Resource Mobilization [Fund Raiser (Junior)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2       | No. of Post                              | 01 each                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3       | Age Limit                                | Below 50 Years as on 30 <sup>th</sup> June, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4       | Consolidated Salary                      | Manager – Fund Raiser (Senior) : Rs. 150000/- p.m. and Assistant Manager – Fund Raiser (Junior) : Rs. 50000/- p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5       | Educational Qualification and Experience | <b>Manager – Fund Raiser (Senior)</b> <ul style="list-style-type: none"><li>• Master's degree in Management, Social Work, Development Studies, Economics, Media, Communications, or a related field. A degree in fundraising/development management or a professional fundraising certification (e.g., CFRE) is an added advantage.</li><li>• Minimum 8-10 years of relevant experience in fundraising, resource mobilization, or development, preferably in the education, non-profit, or institutional sector.</li><li>• Demonstrated track record of securing significant grants and donations.</li><li>• Strong knowledge of CSR regulations, grant ecosystems, and donor compliance requirements in India.</li></ul> <b>Skills and Competencies</b> |

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|   |                                   | <ul style="list-style-type: none"> <li>• Excellent written and verbal communication, with proven proposal-writing ability.</li> <li>• Strong relationship management and negotiation skills.</li> <li>• Strategic thinking with the ability to convert plans into measurable results.</li> <li>• Leadership and team-management capability.</li> <li>• Proficiency in AI Tools, MS Office, and donor/CRM database management tools.</li> </ul> <p><b>Assistant Manager – Fund Raiser (Junior)</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s or Master’s degree in Management, Social Work, Media, Communications, Development Studies, or a related field.</li> <li>• 1–3 years of experience in fundraising, marketing, communications, or the development/non-profit sector. Freshers with strong relevant internships may be considered.</li> <li>• Familiarity with grant and CSR funding processes is an advantage.</li> </ul> <p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Strong research, organizational, and coordination abilities.</li> <li>• Attention to detail and ability to manage data accurately.</li> <li>• Proficiency in AI Tools, MS Office (Word, Excel, PowerPoint) and Canva; familiarity with CRM tools is a plus.</li> </ul>                         |
| 6 | <b>Roles and responsibilities</b> | <p><b>Manager – Fund Raiser (Senior)</b></p> <p>The Senior Fund Raiser will lead the Institute’s resource mobilization efforts, developing and executing a comprehensive fundraising strategy to secure institutional funding from grants, donors, corporate partners (CSR), trusts, foundations, and alumni. The role is central to building a sustainable funding pipeline beyond the current bridge funding period.</p> <ul style="list-style-type: none"> <li>• Design and implement the Institute’s overall fundraising and resource mobilization strategy.</li> <li>• Identify, cultivate, and secure funding from government grants, CSR funds, philanthropic trusts, foundations, and high-net-worth individuals.</li> <li>• Develop and submit high-quality grant proposals, concept notes, and funding applications.</li> <li>• Build and manage long-term relationships with donors, partners, and funding agencies, including stewardship and reporting.</li> <li>• Lead alumni engagement and major-gift fundraising initiatives.</li> <li>• Set fundraising targets, track progress, and report periodically to senior management.</li> <li>• Supervise and mentor the Junior Fund Raiser and coordinate fundraising activities across departments.</li> <li>• Ensure compliance with all statutory and donor-specific requirements (e.g., FCRA, CSR norms) for</li> </ul> |

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|   |                                                    | <p>receiving and reporting funds.</p> <ul style="list-style-type: none"> <li>• Represent the Institute at relevant forums, networking events, and donor meetings. This role involves periodic travel, within and outside Mumbai, for donor and partner engagement.</li> <li>• Coordinate with institute leadership team (including Campus Directors, Deans and Chairpersons) to identify and develop project proposals for fundraising.</li> <li>• Set fundraising targets (in consultation with leadership), track progress, and report periodically to senior management.</li> </ul> <p><b>Assistant Manager – Fund Raiser (Junior)</b></p> <p>will support the Manager – Resource Mobilization [Senior Fund Raiser] in executing the Institute's fundraising activities, including donor research, proposal support, database management, and coordination of fundraising events and campaigns.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Conduct research to identify prospective donors, grant opportunities, CSR partners, and foundations.</li> <li>• Assist in preparing grant proposals, concept notes, presentations, and donor communications.</li> <li>• Maintain and update the donor/prospect database and track contributions and follow-ups.</li> <li>• Support the planning and execution of fundraising campaigns, events, and alumni outreach.</li> <li>• Coordinate timely acknowledgements, receipts, and thank-you communications to donors.</li> <li>• Assist in preparing reports and documentation for donors and management.</li> <li>• Help ensure compliance with documentation and reporting requirements.</li> <li>• Provide general administrative and coordination support to the fundraising function.</li> <li>• Support the institute's leadership team (Deans and Chairpersons) to identify and develop project proposals for fundraising.</li> </ul> |
| 7 | <b>Location</b>                                    | Mumbai Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8 | <b>Last Date of Filling of Online Applications</b> | 5 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Other Conditions:**

- (a) The posts are unreserved, but candidates belonging to the reserved category can apply.
- (b) The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- (c) Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- (d) No queries or correspondence regarding the issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- (e) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.

(f) No TA/DA is payable for appearing for the interview.

(g) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

**Application Fee:**

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

**Application Process:**

1. Candidates are requested to apply online through the link (Apply Now) provided along with this advertisement on the Institute's website at <https://recruitment.tiss.edu/>.
2. Candidate must provide their Gmail ID in Online Application Form.
3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.

**Last date of receipt of online application: 5 August 2026**

**Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interview**

**Note:** The selected candidate would be required to join within 15 days of selection.

**Sd/-  
Officiating Registrar**

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