



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/CEI&AR / August 2019

28th August 2019

Non-faculty positions at the Centre for Education Innovation and Action Research (CEI&AR)

The Tata Institute of Social Sciences (TISS) which was established in 1936 is Deemed to be University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 46 Master Degree Programmes in a range of Socially relevant inter-disciplinary studies in Social Work, Social Sciences, Education, Health, Management, Labour Studies and Habitat Studies from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme, a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to practitioners committed to creating a just society through education, generation of knowledge and field action and invites interested persons located within and outside India to apply for the following position at the Centre for Education Innovation and Action Research (CEIAR).

The Centre for Education Innovation and Action Research (CEIAR;) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy (<https://tiss.edu/view/6/mumbai-campus/centre-for-education-innovation-and-action-research/about-us-11/>). The Centre incubates and promotes innovations that address the needs of India education to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. The Centre is actively engaged in research, development, teaching, field action/action research and advocacy and offers opportunities for national and international collaboration, innovation and excellence in teaching and research. The Centre's flagship action research programme, the Connected Learning Initiative (CLIX), was awarded the UNESCO-King Hamad Prize for the Use of ICTs in Education (2017 edition). **The Centre is incubating an Initiative for Excellence in Teacher Education, under which new programme of pre and inservice teacher education, institutional strengthening, research and policy and advocacy are being launched.**

Applications are invited for Fundraising Consultant position at the Centre. Appointments will be on contract basis till 31st March 2020, which may be extended for one more year based on performance, review and need of the project. The positions will be at the Centre in Mumbai Campus of TISS.

Application Procedure: Interested candidates are requested to email their resume to devandhiran.duraipandi@tiss.edu mentioning subject line as **"Application for the Fundraising Consultant position"**.

Walk in Interview: Appear for the walk in interview to be conducted at the Centre for Education Innovation and Action Research (CEIAR), 5th Floor, Library Extension Building, Tata Institute of Social Sciences, V.N Purav Marg, Deonar, Mumbai-400088 on **5th September 2019 from 4.00-6.00 pm**



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Other Conditions:

- The Institute reserves the right to not fill up the vacancies advertised.
- No queries or correspondence regarding issue of 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.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.

The selected candidate has to join within 15 days of their selection.

Project Director

Job Description

Fundraising Consultant position: One, Mumbai

Under the supervision of the Center's Project Director and senior faculty members and advisors, the incumbent will be responsible for providing strategy, implementation and technical oversight, recommendations, planning and evaluation of fundraising strategies with the objective of securing funds.

Key Responsibilities:

- Identify, cultivate and manage a portfolio of prospective donors.
- Develop a consolidated annual fundraising strategy and plan aligned with Initiative for Excellence in Teacher Education priority areas and plan for the solicitation and closure of commitments in portfolio.
- Work on fundraising related collaterals (presentations , concept notes , detailed proposals and budgets) and provide regular updates to leadership
- Manage relationships and partnership development with key funding and philanthropic agencies
- Review governance policies and procedures, in collaboration with other TISS departments such as administration , finance for managing the final grants.
- Maintain close coordination and liaison with various corporate , philanthropic and funding agencies(national and international)

Qualifications and Experience:

- Advanced Degree in Management , Finance or related fields
- A minimum of 7-10 years of relevant professional experience, in private or public-sector fundraising. Prior experience working with academic and large non profit entities in similar role is advantageous



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Skills and competencies:

- Knowledge of strategies, priorities and structures, and demonstrated success in engaging and influencing key funding organizations
- Strong negotiation and interpersonal skills, ability to represent Initiative for Excellence in Teacher Education in high profile networks
- Excellent oral and written communication skills with a demonstrated ability to think strategically and synthesize complex issues
- Strong team orientation, with an ability to work effectively with a range of partners and colleagues including project staff and senior academic members
- High degree of professional integrity, discretion, tact, and sensitivity in dealing with philanthropic/corporate entities and stakeholders

Remuneration:

Gross monthly remuneration for the position will be between Rs. 85,000 and 90,000/ per month or higher, commensurate with past experience of successfully acquiring funds and related qualifications