

ADVT/OAA/Feb/2024

**Advertisement for ‘Programme Manager/Programme Lead’ for Office of Alumni Affairs**

The Office of Alum Affairs (OAA) at TISS aims to strengthen the network of TISS alumni across the globe and create a strong connect between the alumni and our current students. We are urgently looking for a Manager to build and strengthen this work.

**Name of the Post:** ‘Programme Manager/Programme Lead’ Office of Alumni Affairs

**Number of Posts:** 01

**Location:** Tata Institute of Social Sciences, Mumbai.

**Remuneration:** INR 50,000 per month

**Duration:** April 2024 to March 2025

The ‘Programme Manager/Programme Lead’ will report directly to the **Dean, Office of Alumni Affairs** and oversee all the activities of the Office of Alum Affairs;

**Skills Required:**

- Proficiency in both written and oral communication, capable of effectively articulating complex ideas to diverse audiences.
- Ability to engage and collaborate with individuals from various backgrounds, both within and outside the organization, fostering inclusive and productive relationships.
- Understanding of database management systems, including data entry, query, and basic maintenance operations, ensuring accurate and efficient handling of data.
- Leveraging social media platforms for engagement, research, and communication purposes, understanding their role in contemporary digital ecosystems.

**Key Responsibilities:**

- Maintain an up-to-date and comprehensive database of Office of Alum Affairs
- Develop and implement strategies to engage TISS alumni across various cohorts and geographical locations. Organize alumni events, reunions, and networking opportunities and maintain connections with the alma mater.
- Create and manage communication channels between the current students and the alumni, upcoming events, and opportunities for involvement.
- Support and utilize various platforms, such as newsletters, social media, and alumni websites, to maintain regular contact with the alumni community.
- Conduct outreach activities to reconnect and encourage alumni participation. Strengthen relationships with key alumni stakeholders, including donors and potential mentors for current students.

- Collaborate with academic departments and career services to facilitate alumni involvement in mentoring current students.
- Promote career development opportunities and job postings exclusively available to TISS alumni.
- Support fundraising efforts by engaging alumni in philanthropic initiatives and relationships with potential donors and Initiate work on scholarship/fellowships for the current students.
- Facilitate the formation and functioning of regional and affinity-based alumni chapters and associations. Provide guidance and support to these groups in organizing events and activities.
- Collect and analyze feedback from alumni through surveys and other means, and use the insights to improve alumni engagement programs and services.
- Monitor and evaluate the impact of alumni engagement initiatives, tracking outcomes such as alumni participation and career achievements.
- Collaborate with internal stakeholders, such as academic departments and student services, to integrate alumni engagement into various aspects of the institution's activities.
- Seek partnerships with external organizations to create meaningful opportunities for alumni and TISS.
- Establish recognition programs to celebrate the achievements and contributions of outstanding alumni. Coordinate award ceremonies and acknowledgment events.

### **Eligibility for desirous candidates**

Have completed a Bachelor's or Master's degree in any discipline with some experience in students and academic engagement is desirable. A candidate having an experience in leading academic and research activities would be preferable, including experience in organising, facilitating a range of academic and alumni events with strong data management skills.

Please send in your CV with the subject line '**Programme Manager/Programme Lead**' to dean.aa@tiss.edu by 11 March 2024.

**Only shortlisted candidates will be contacted by email to attend online interview.**

Dean, OAA