

## Company Overview

**IIT Kanpur Development Foundation (IITKDF)** is a Section 8, not for profit, company established by IIT Kanpur with purpose of engaging with external stakeholders like Alumni, Corporates, Foundations, and Philanthropists in India and across the globe, and raising funds to meet its long-term growth aspirations.

Such offices are called as ‘development offices’ in universities of global repute and usually have staffing in the ratio of 1 for every 1,000 alumni. Eventually, the IITKDF would aspire to have staffing of about 40 employees to reach this global standard.

The Board of Directors at IITKDF seek to appoint the CEO to implement all steps required relating to the establishment of the foundation and fund raising for IIT Kanpur to meet its growth objectives.

**Position:** Chief Executive Officer

**Location:** Kanpur

**Company:** IIT Kanpur Development Foundation (IITKDF)

## Job Purpose

The CEO is the key official of the Company and responsible for its overall performance. S/he would lay the vision and the strategy for the functioning of the foundation such that the foundation develops long term, sustainable, and profitable relationships with its stakeholders, inculcate the culture of Trust, Transparency, Accountability and Efficiency in the organization.

## Responsibilities and Expectations

The major responsibilities for the position are listed below:

**Building Long Term Relationships:** The CEO will create systems for continuous engagement with various stakeholders- alumni, corporates, foundations, philanthropists, and other well-wishers. S/he will engage with them on a one on one basis or through group forums like reunions, galas etc. S/he will build and nurture relationships with other alumni and institute bodies to drive synergies. The CEO will foster relationships with donors, corporate partners, and IIT Kanpur faculty, staff and students encouraging them to become ambassadors for the Institute’s fundraising initiatives.

**Drive Fundraising:** The CEO will create the fundraising strategy for the organization and oversee its implementation, in consultation with the Board. S/he will identify key donor segments and monitor outreach to each one of them, with targeted fundraising opportunities. S/he will personally cultivate relationships with existing and potential donors to understand their interests and concerns. S/he will leverage the team to raise resources through financial asks and connecting potential donors with opportunities dedicated to meeting the long-term objectives of IIT Kanpur.

**Building the Institution:** The CEO will be responsible for developing IITKDF into a world class professionally managed organization. This would include hiring and development of a high-performance team. The CEO would be responsible for development and implementation of organizational policies, processes and ensure compliance with all statutory and regulatory guidelines.

**Drive Transparency, Accountability and Efficiency:** The CEO will ensure clear accountability for the foundation's operations to all its stakeholders including the board, institute, and donors. S/he will create a proper framework, processes, and benchmarks for tracking the funds raised and reporting back to the donors. The CEO will strive for efficiency by ensuring the best in class overheads for fund raising. He would periodically benchmark IITKDF's fund raising cost with similar entities.

**Creating Visibility for Brand IIT Kanpur:** The CEO through himself and his team will actively promote Brand IIT Kanpur across the globe. The incumbent will work with his/her team to enhance visibility for IIT Kanpur across digital and social media platforms through various marketing campaigns

**Technology Adoption:** The CEO through his/her team will ensure that all the key processes are automated through workflows and application systems. S/he will ensure that a credible, secure, and up to date data base of all potential donors and stake holders is maintained. The CEO will ensure use of best in class technology to manage: Alumni database, Donor database, fundraising pipeline, Team and Individual Performance, Fund utilization, Reports Analytics, Financial reporting and Accounting. Automation and proper use of technology tools will help in achieving Trust, Transparency, Accountability and Efficiency.

The CEO's primary role will be of raising resources for the Institute and will carry hard targets. The compensation will be market aligned and will carry performance linked rewards.

He will be report to the Board of Directors of the Company.

### Desired Profile

The candidate should be a seasoned professional with about 20+ years of experience. The experience can be relaxed for a suitable candidate. The candidate should have a management degree from a reputed B School. S/he should have prior experience in Fund raising working with an NGO or a Public institution. A background in finance, working with financial institutions would be an advantage. S/he should be IT and social media savvy.

The candidate should be a well-grounded person with a pleasant demeanour, be a good listener, extensive communicator and carry the mindset of 'Giving Back' to the Institute and the Society in general. He / She should be passionate about IIT Kanpur.

S/he should be a Team Player and should exhibit entrepreneurial and boundary less behaviour and work style. Any prior experience in fundraising would be an added advantage.

The place of work will be IIT Kanpur, at Kanpur or Noida. It will require significant travelling in India and overseas.

The application form along with copy of all credentials should be sent at [hr\\_iitkdf@iitk.ac.in](mailto:hr_iitkdf@iitk.ac.in) by 15 December 2020 (05:00 PM).