

Job Description for an Alumni Relations Manager & Endowment Officer

Position Structure

- **Title:** Alumni Relations Manager & Endowment Officer
- **Experience:** 5-8 years
- **Salary:** As per Industry Standards
- **Reporting:** Chairperson, Alumni with dotted line to President MDI AA

Educational Qualification Requirements

The position requires:

- **Master's degree (preferably business or allied fields) from top 20 NIRF-ranked institutions** (IIMs, ISB, MDI, XLRI, FMS, etc.) or **top 100 QS-ranked universities**
- Minimum 55% marks in all academic qualifications

Responsibility Breakdown

- **40% Endowment Development & Fundraising** - Managing the four key areas
- **35% Alumni Relations & Engagement** - Traditional Alumni connect activities
- **15% Event Management** - Campus events and donor relations
- **10% Administrative & Strategic Support** - Data management and reporting

Key Features of the Role

1. **Endowment Focus:** Designed to manage student scholarships, centers of excellence, infrastructure development, and green campus initiatives
2. **Global Alumni Management:** Engaging 10,000+ alumni across the globe
3. **Strategic Leadership:** Establishing MDI's first endowment program following ISB/IIM models
4. **Supporting Admin activities related to MDI Alumni Office and MDI Alumni Association**

Performance Metrics

- Fundraising achievement targets
- Alumni engagement participation rates
- Alumni Database management

The job description positions this as a strategic leadership role that combines the entrepreneurial challenge of building MDI's first endowment program with the relationship management skills needed for effective alumni engagement. It offers competitive compensation with performance incentives and growth opportunities within India's premier business school ecosystem.