

Job Description

POSITION TITLE: Senior Manager Alumni Engagement, MDI Alumni Association

REPORTING TO: President, Executive Committee, MDI Alumni Association

DESCRIPTION

The Executive Committee of the Management Development Institute Alumni Association (MDIAA) seeks a pro-active and dynamic individual to serve as Senior Manager Alumni Engagement of the MDIAA, the position acts as the key facilitator for effective communication between the Alumni and other stakeholders of the MDIAA and among the Alumni themselves.

With support from the Executive Committee, the Senior Manager Alumni Engagement's primary mandate would be to encourage the Alumni to take an active and abiding interest in the work and progress of MDIAA so as to contribute towards the enhancement of the social utility of their Alma Mater.

DUTIES & RESPONSIBILITIES:

- i. Developing and maintaining alumni relations by ensuring consistent communication via the association secretariat.
- ii. Acting as a liaison between the Alumni, the Executive Committee and the Industry.
- iii. Administering the day-to-day functioning of the association secretariat and implementing tasks assigned by the Executive Committee.
- iv. Maintaining an up-to-date biographical (incl., email and mobile no.) and address database on the alumni.
- v. Establishing and maintaining chapters in India and abroad affiliated to the association.
- vi. Creating an annual calendar for events including, but not limited to, the annual general meeting, national & regional alumni meet, banquets, reunions, panel discussions, seminars and workshops.
- vii. Acknowledging and maintaining a database of all gifts, grants, and donations made by the alumni.
- viii. Preparing the Annual Report of the association for circulation among all relevant stakeholders and authorities.
- ix. Preparing the Annual Budget and the Annual Statement of Accounts, also ensuring timely audit of the association's accounts by competent auditors, as appointed by the Executive Committee.
- x. Publishing books, magazines, papers, periodicals, circulars, pamphlets, brochures, newsletters, abridged e-version of hard copy of magazine for easy reach to all members and any other material in print or electronic mode to disseminate useful information for furthering the aims and objects of the association.

To succeed in this role the applicant must be passionate, self-motivated and possess strong leaderships skills. Prompt and effective coordination and communication would be persistent expectations. The role shall often involve mediation, so sound judgement, negotiating skills, the ability to develop and foster relationships, a knack for getting people to understand others' points of view, and brokering consensus among stakeholders will serve as beneficial attributes.

PREFERRED QUALIFICATIONS:

- i. Excellent communicative skills (social media savviness would be a plus).
- ii. Excellent Microsoft Office knowledge (Outlook, Word, PowerPoint and Excel)
- iii. 8+ years of prior experience as a university / alumni association liaison officer or in a similar setting.
- iv. Flexibility to travel for work and training (40% of the time).
- v. Proven track record of strong inter-personal and managerial skills.
- vi. Should not be more than 45 years of age.
- vii. Ability to adapt and excel in a fast-paced environment.
- viii. 1st class Masters in Communications, Business Management, Advertising, PR, Brand Management or associated fields of study from a reputed institution.

CTC:

INR 15,00,000 – 20,00,000 per annum (this includes employee medical insurance and all other expenses except travel and boarding while on tour)

Last date of receiving applications along with supporting documents is January 31, 2024.