



TATA INSTITUTE OF SOCIAL SCIENCES
VN Purav Marg, Deonar, Mumbai, 400 088
 (A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/TISS/ADMN/LFP/SEPTEMBER/2021

08 September, 2021

**Call for Applications for the Post of 'Lead: Fundraising & Partnership' (One Post)
 on Contract Basis at TISS, Mumbai Campus**

1. General Information:

Tata Institute of Social Sciences (**TISS**), **Mumbai** a premier Institution, established in the year 1936, is a Deemed to be University under Section 3 of the **UGC** Act, 1956 and is fully funded by the UGC, under Ministry of Education (**MoE**), Govt of India (**GoI**). The Institute undertakes interdisciplinary Social Sciences education and is committed to the values of equity and social justice. The Institute has now grown into a Multi-Campus Public University and is offering over 50 cutting-edge Masters, 03 Bachelors, 18 Doctoral programmes and 28 Diploma/Executive Diploma courses from its campuses at Mumbai, Tuljapur, Guwahati and Hyderabad and contextually engaging with prominent and topical issues at each of its location.

TISS is looking to hire an experienced individual who will lead the university fundraising team and devise and implement strategies for fundraising to meet our resource mobilization targets. We are looking for individuals with experience in fundraising for development and educational institutions with a proven track record of achieving results.

2. Post Advertised with Remuneration & Last Date for Application:

- (a) Applications are invited for one post of '**Lead: Fundraising & Partnership**' to be filled on contract basis for a period of one year initially and extendable based on performance of the individual and requirements of the Institute.
- (b) **Monthly Remuneration:** Commensurate with educational qualification and work experience.
- (c) **Last Date of Filling of Online Applications:** **30 September, 2021.**

3. Job Description:

Purpose

To lead the University fundraising team. Devise and implement strategies for fundraising to meet the resource mobilization targets.

Tasks

- (a) Collaborate with Director's office, Heads of off-campus, and Deans of Schools to compile development and expansion projects and identify fund requirements for the university.
- (b) Identify and build relationships with potential donors e.g., Corporate Social Responsibility (CSR) managers, alumni, donor agencies, trusts, foundations, and offices of High-Net worth-Individuals (HNIs) in India and abroad.
- (c) Compile and develop materials to submit to potential donors.

- (d) Build awareness about the university, its activities, and achievements in print and digital media.
- (e) Coordinate with alumni and alumni representatives for organizing events and create opportunities for securing donations.
- (f) Design and implement fundraising initiatives and events.
- (g) Represent the institute at public events, conferences, and meetings.
- (h) Create and maintain a database of donors.
- (i) Manage the fundraising budget.
- (j) Direct and supervise fundraising staff, including volunteers.

4. **Essential Qualification & Experience:**

- (a) Master's Degree (or equivalent) in Marketing, Advertising, Public Relations, Social Sciences, Social Work, or related disciplines.
- (b) 8-10 years of full-time working experience of which at least five years is in a similar role.

5. **Skills and Competencies:**

- (a) Demonstrated ability to raise funds
- (b) Excellent written and verbal communication skills and the ability to communicate with a range of people at senior levels
- (c) Ability to manage several leads simultaneously
- (d) Strongly committed to the Institute's vision and values

6. **Reporting Relationship:**

- (a) This role reports to the office of the Director, TISS.

7. **Terms of Engagement:**

- (a) This role is based in Mumbai and may require some travel.
- (b) This is a contractual position for a period of one year initially which is renewable based on the individual's performance and the Institute's need.
- (c) Compensation will be decided based on the candidate's relevant qualifications and work experience.

8. **Application Fees.** Application Fees of Rs 1000/- to be paid online. Application fees for SC/ST/PwD candidates will be Rs 250/-, if they attach the required Certificate to the online Application Form. Woman applicants are exempted from the payment of Application Fee. The Application will be valid only on receipt of the Application Fee, for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

9. **Other Conditions.**

- (a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.
- (b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- (c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
- (d) No queries or correspondence regarding issue of Call Letter for Interview/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.
- (e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc and submit his/ her application duly filled-in along with the desired information and documents as per the advertisement. suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this Clause.
- (f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.
- (h) No TA/DA will be paid for appearing for the interview, if the interviews are held at the Institute's premises.
- (i) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of Appointment Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- (j) The post is purely Contractual and the Terms of the Contract Position will be for one year, extension, if any, will be given after assessing the suitability and performance of the selected candidate, post one year tenure on the post.

10. **Application Process and Interview.**

- (a) Candidates are requested to apply online through the link **(Apply now)** provided along with this Advertisement on the Institute website www.tiss.edu.
- (b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.
- (c) Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

Note: The selected candidate will have to join within 15 days of issue of Appointment letter by the Institute.

**Sd/
Registrar**

