



**UNIVERSITY OF DELHI FOUNDATION**  
**(University of Delhi)**  
**REGISTRAR, DELHI 110007**

Ref No.: BM-01/Rec/2023

Date: 24.04.2023

**ADVERTISEMENT Inviting Applications for the post of Community Manager & Relationship Manager, University of Delhi Foundation**

The University of Delhi Foundation is a not-for-profit company established by the University of Delhi, incorporated under Section 8 of the Indian Companies Act 2013. The Foundation has been created with the primary objective of building and supporting the Delhi University Endowment Fund of the University of Delhi, through mobilising donations, funds, subscriptions and contributions from individuals, well-wishers, alumni, philanthropists, associations, institutions, business fraternity, industries, and corporates.

Applications are invited for the post of **Community Manager** and **Relationship Manager** at the University of Delhi, purely on contract basis initially for a period of one year extendable on mutual consent basis.

S. No.	Name of the Post	Mode of Selection	Total Number of Posts	Maximum Age Limit
1	Community Manager	Direct	1	45 years as on date of advertisement
2	Relationship Manager	Direct	1	40 years as on date of advertisement

**Community Manager**

**Job Summary:**

The University of Delhi Foundation is seeking a skilled and motivated Community Manager to join our team. The Community Manager will be responsible for managing the Foundation's website, social media accounts, email newsletter, and other communication channels. They will also be responsible for promoting the Foundation's activities and events, as well as planning and organizing reunions, networking events, and fundraising events.

**Key Responsibilities:**

- Manage the Foundation's website, social media accounts, email newsletter, and other communication channels
- Develop and implement communication strategies to promote the Foundation's activities and events
- Create and publish engaging content for the Foundation's website and social media accounts



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- Monitor and respond to comments and messages on the Foundation's social media accounts
- Coordinate with the membership coordinator to maintain the Foundation's membership database
- Plan and organize reunions, networking events, and fundraising events
- Work with the event coordinator to manage event logistics, including venue selection, catering, and audio-visual requirements
- Maintain a calendar of events and communicate event details to the membership via email and social media

**Requirements:**

- Bachelor's degree in communications, marketing, or a related field
- 2-5 years of experience in social media management and event planning
- Excellent written and verbal communication skills
- Proficiency in using social media platforms and email marketing tools
- Strong organizational and project management skills
- Ability to work independently and as part of a team
- Passion for building and maintaining a strong alumni community

**Salary:**

Rs. 6,60,000.00 to Rs. 8,40,000.00 per annum as per credentials of the candidate.

**Relationships Manager**

**Job Summary:**

The University of Delhi Foundation is seeking a skilled and motivated Relationships Manager to join our team. The Relationships Manager will be responsible for attracting new members, maintaining the association's membership database, and organizing membership drives. They will play a crucial role in ensuring the growth and sustainability of the foundation.

**Key Responsibilities:**

- Develop and execute a comprehensive fundraising strategy to secure funding from corporate partners, CSR funds, and sponsorships to support the University of Delhi Foundation's mission and programs
- Identify, research, and cultivate relationships with potential corporate partners, CSR funds, and sponsors
- Develop proposals and pitches tailored to the interests of potential corporate partners, CSR funds, and sponsors
- Plan and execute fundraising events and campaigns, including donor recognition and stewardship activities



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- Work closely with the Executive Team and Board of Directors to ensure alignment with the organization's strategic goals and objectives
- Maintain accurate records and provide regular reports on fundraising activities, progress towards goals, and budgetary status
- Collaborate with internal and external stakeholders to ensure the successful implementation of fundraising initiatives
- Manage the Foundation's donor database and ensure accurate record-keeping
- Represent the Foundation at meetings, conferences, and other networking events to promote the organization's mission and programs
- Stay up-to-date with the latest trends and best practices in fundraising and corporate social responsibility
- Develop and implement strategies to attract new members to the foundation
- Maintain the association's membership database and ensure that member information is up-to-date
- Organize membership drives and events to promote the foundation and increase membership
- Develop relationships with potential members, including alumni, philanthropists, corporations, and other individuals or organizations with an interest in supporting the University of Delhi
- Work with the Community Manager to develop communication strategies that will promote the benefits of membership and encourage new members to join
- Collaborate with other team members to plan and organize events that will attract potential members and engage existing members
- Monitor membership trends and develop reports to evaluate the effectiveness of membership strategies
- Attend relevant industry events and conferences to network and build relationships with potential members

**Requirements:**

- Bachelor's degree in business administration, marketing, communications, or a related field
- 1-3 years of experience in membership development, relationship management, or business development
- Excellent communication and interpersonal skills
- Strong organizational and project management skills
- Ability to work independently and as part of a team
- Strong networking and relationship-building skills
- Passion for promoting the mission and goals of the University of Delhi Foundation

**Salary:**

Rs. 3,60,000.00 to Rs. 4,80,000.00 per annum as per credentials of the candidate.



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**How to Apply**

The applicants interested to apply for the post of **Community Manager** and **Relationship Manager** are required to apply online through the University of Delhi website ([www.du.ac.in](http://www.du.ac.in)) under the head "Work with DU->Jobs and Opportunities", using the link <<https://forms.gle/vJtX51ruZNd3vrrr5>>. In case of any queries please write to <office@duf.du.ac.in>.

**General Instructions**

1. Candidates fulfilling the eligibility criteria may apply online through the link provided on the University of Delhi website.
2. **The last date of receipt of application is 10.05.2023.**
3. The candidates are instructed to carefully read the eligibility criteria along with general instructions before applying.
4. Any addendum/corrigendum shall be posted only on the university website. It shall be the responsibility of the candidates to monitor the same.
5. Company reserves the right to reject any application or all the applications without assigning any reason thereof.
6. Eligibility of a candidate to the post will not automatically mean that she/he will be shortlisted and called for the interview. No request in this regard shall be entertained for review etc.
7. Shortlisted candidates will be informed for further recruitment process through registered emails only.
8. The selected candidate will be expected to join as soon as possible but not later than one month from the date of Offer of Appointment.
9. The decision of the management of the University of Delhi Foundation shall be final in all matters related to this selection and eventual recruitment.