Appointment of
Chief Development Officer
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A letter from the Director

Dear candidate,

Thank you for your interest in the role of Chief Development Officer at the Indian Institute of Technology (IIT) Bombay. This will be a ground-breaking, pioneering role for the Indian higher education sector and the global philanthropic profession. More significantly it is a critical appointment for IIT Bombay as we enter a new phase in our evolution; for the right person, this role offers the opportunity to support and enhance our world-class scholarship and research and deliver a high degree of impact. I am personally very excited for the opportunities that this hugely rewarding post will help to create for the Institution.

Philanthropy is part of the story of the Indian Institute of Technology. Our 45,000 alumni community is based in all corners of the globe. We have nurtured relationships with former students and other supporters over a number of years. Alumnus and donor Victor Menezes gave $3 million to support a new convention centre; the School of Management was created through the generous support of alumnus and donor Shailesh J Mehta; other donors include the Tata Foundation, Nandan Nilekani, Romesh Wadhwani, Bharat Desai and Kanwal Rekhi.

Over decades we have grown our engagement with supporters – ranging from corporations, trusts and foundations and individuals, including alumni – and today we have ambitions to extend our philanthropic relations even further. By moving our fundraising activities to a more professional level we hope to build a sustainable pipeline of income that will allow us to continue in our pursuit of excellence.

Put simply, we now seek to find a senior fundraising professional with the drive and determination to help us deliver this impact and change society for the better.

If you are enthused by this exceptional opportunity to help us achieve our aspirations and believe that you have the experience to realise them, I look forward to hearing from you.

Yours sincerely,

Professor Devang Khakhar
Director of IIT Bombay
The 18 Indian Institutes of Technology (IITs) were built with the vision to provide technical personnel of international calibre, who would act as leaders in technology in independent India. In 1961 the Indian parliament declared IITs as ‘institutes of national importance’ and since then the Indian Institute of Technology Bombay has gone from strength to strength.

IIT Bombay is a world-leading and highly selective higher education institution with expertise across science, engineering, technology, design, the humanities and management. Founded in 1958 by the Indian government, IIT Bombay is located on a verdant and serene 500-acre campus beside Powai Lake and the Sanjay Ghandi National Park, 40 kilometers from the centre of Mumbai. Home to 16,000 people, including 10,000 undergraduate and postgraduate students housed in 16 residential hostels, it is a vibrant and inspiring academic community where the next generation of India’s entrepreneurs rub shoulders with cutting-edge researchers. IIT Bombay provides a quintessentially rounded experience for its students, enriched by educational, sporting, social and cultural events which are central to the Campus community.

IIT Bombay has 14 academic departments, 13 research centres, one school and four interdisciplinary programmes. It is recognised worldwide as a leader in the field of engineering education and research. Listed as number 202 in the QS World University Rankings, and in the top 100 for Electrical Engineering, Civil Engineering, Chemical Engineering and Engineering and Technology in the QS World University Rankings by subject, IIT Bombay is noted for its strong research groups that make substantial contributions to national projects.

IIT Bombay is an autonomous institution, governed by a Board of Governors with its Chair appointed by the President of India. It is guided by the IIT Council – a common body for all IITs – headed by the Minister of Human Resource Development, Government of India. The Director is the executive head of the Institute. He chairs the Senate, which is the authority on all academic matters, and is also a Member of the Board of Governors and the IIT Council. Two Deputy Directors and seven Deans assist the Director in his executive roles. IIT Bombay is supported by an Institute Advisory Council, a non-statutory body, comprising eminent people from business, industry and academia.
IIT Bombay also builds links with peer universities and institutes, both at national and international levels, to enhance research and enrich its educational programmes. Current partners number over 30 world-class institutions across America, Europe and Asia, including the University of Cambridge, UK; Technische Universität, München, Germany; National University of Singapore; Kellogg Graduate School of Management, Northwestern University, USA; and a joint research academy with Monash University, Australia.

IIT Bombay was an early adopter of the concept of business incubation in India. In 1999, an entrepreneurship cell was set up. Encouraged by the success of this initial experiment, a full-fledged technology business incubator, Society for Innovation and Entrepreneurship (SINE) was created in 2004. It supports students and faculty by facilitating the conversion of research activity into entrepreneurial ventures.

One example of a successful IIT Bombay spin-out company is Nanosniff, which has commercialised micro-cantilever and micro-heater sensor technologies.

One of the most distinctive characteristics of IIT Bombay is its close-knit and integrated residential community. Housing is guaranteed for all students, and approximately 16,000 people live on this large Campus of 500-acres, allowing for a blending of academic and residential life. This residential experience is central to the Institute's educational programme, and offers its students a supportive and enriching environment, full of opportunities for personal growth. A vast range of cultural, educational, athletic and social activities is available to IIT Bombay's students, faculty and staff.
The vision of IIT Bombay is to be the fountainhead of new ideas and of innovators in technology and science. Its mission is to create an ambience in which new ideas and creativity flourish and from which research and scholarship and leaders and innovators of tomorrow emerge.

Core values

- Integrity
- Merit
- Academic freedom
- Excellence.

Strategy and initiatives

- People, students, faculty and staff
- Research
- Innovations
- External linkages
- Support systems
- Resource mobilisation
- Alumni engagement.

Objectives and goals

- To provide the best possible educational facilities for training bright students for careers in technology and science.
- To provide a creative atmosphere in which higher studies and research thrive both among the students and the Faculty.
- To organise short intensive courses, conferences and seminars on current technological developments which will be of benefit to the professional community.
- To provide research and development consultancy, which will promote contact with and be of service to industries and to Government and civic organisations.
- To organise quality improvement programmes for faculty members from various engineering colleges.
- To provide leadership in curriculum design and development.
Philanthropy and alumni relations has played an increasingly significant part of the life of the IIT Bombay community.

IIT Bombay has an alumni population of 50,000 based in all corners of the globe. It has maintained active relationships with its alumni, many of whom enjoy prestigious reputations. Numerous alumni have reached positions of eminence in their selected fields of industry, business, public service, academia and research or as entrepreneurs. IIT Bombay recognises these outstanding alumni through distinguished Alumnus Awards and distinguished Services Awards for those who have rendered special services to advance the Institution. Alumni are welcomed back on Campus through reunions and other programmes.

One in four of IITB’s alumni are based in the United States, having completed graduate studies at acclaimed north American institutions. Well-known IIT Bombay graduates include Nitin Nohria, Dean of Harvard Business School; Bharat Desai, Founder of Syntel; Romesh Wadhwani, CEO of Symphony Tech Group; and Manohar Parrikar, the Defence Minister of India.

The Institution has nurtured philanthropic relationships with its former students and other supporters over a number of years. Alumnus and donor Victor Menezes gave $3 million to support a new convention centre for IIT Bombay, the School of Management was created through the generous support of alumnus and donor Shailesh J Mehta, and other major donors include alumnus Bharat Desai, alumnus Kanwal Rekhi and the Tata Trusts.

IIT Bombay runs Alumni and Corporate Relations from its Mumbai Campus. The current Dean (Alumni and Corporate Relations) concurrently holds academic responsibilities; he is supported by a team of four administrators who oversee the database, communications, event management and gift administration. This office is supported by a separate charitable foundation in the United States (IIT Bombay Heritage Foundation), and a separately incorporated alumni association (IIT Bombay Alumni Association) based in India, with chapters across the world. There are committed and active volunteer leaders associated with both of these organisations.
Following the recent growth in its philanthropic relationships and changes regarding corporate social responsibility legislation in India, IIT Bombay has decided to professionalise and enhance its fundraising and alumni activities. Following an independent review by Deloitte Touche Tohmatsu, it has created a Section 8 Company (not-for-profit organisation) and it now seeks to identify the Institution’s inaugural Chief Development Officer who will head this entity and lead all philanthropic and alumni engagement activities.

This position will report to the new board of the Section 8 Company (which will be chaired by the Director of IIT Bombay) and also to the Dean of Alumni and Corporate Relations. This role is a senior managerial position within the broader IIT Bombay organisation, but will have a relatively high degree of autonomy. This role will involve working across the current structures and networks of the IIT Bombay Heritage Foundation, IIT Bombay Alumni Association, the staff of the Alumni and Corporate Relations office and the wider IIT Bombay faculty, students and staff.

This role will require an individual with strong leadership skills and a proven track record in fundraising at a higher education institution or equivalent sized organisation. S/he must be a naturally convincing and articulate relationship builder, who will gain credibility with IIT Bombay’s faculty as well as with high-level donors and other supporters. S/he must bring a full understanding of best practice across the field of development, including the use of metrics and data to set ambitious goals, evaluate progress and interpret success for IIT Bombay’s leadership and volunteers. S/he must be prepared to build capacity and infrastructure within the Section 8 Company and existing office, creating a sustainable function for the longer term.
Specific responsibilities

Job purpose
This is a pioneering opportunity within the global higher education advancement sector – the first of its type in India. This role has the potential for a high degree of impact for IIT Bombay. The Chief Development Officer will be responsible for building the infrastructure and systems to provide the optimal setting in order to grow the philanthropic income for the Institution. S/he will work towards ambitious, but achievable financial targets.

Within the first six months of appointment the Chief Development Officer will present a three-year plan and initial year budget to the board of the Section 8 Company. S/he will also be able to make staffing recommendations, augmenting the existing personnel in the Alumni and Corporate Relations Office. Resource has been allocated to support the growth of this endeavour.

Terms of appointment
This will be a three-year appointment contract in the first instance.

Main accountabilities
- Developing a vision and strategy for the functioning of a professional Development and Alumni Relations office for IIT Bombay, such that the Institution builds and strengthens long-term and sustainable relationships with its alumni, donors and other supporters.
- Creating an operational plan to support this strategy and implementing it.
- Develop, lead and inspire a team that will deliver against agreed targets.

Philanthropy
- Leading a fundraising team to achieve an ambitious financial target and being central in the co-ordination of activities to facilitate this. This will include overseeing a high level of fundraising activity, including maximising opportunities for the Director, senior faculty and volunteers.
- Working with the Director and senior faculty to identify fundraising priorities for the Institution, and developing a case for support to articulate these. Continued evolution and communication of the case for support, embedding this throughout all alumni and other stakeholder communications.
- Acting in a lead relationship with donors and personally carrying a portfolio of high-capacity major gifts prospects with personal targets defined annually.
- Oversee regular giving programmes to embed a culture of giving to IIT Bombay.

Corporate/Trusts/Foundations relations
- Developing a strategy to engage corporations, trusts and foundations in order to build long-term and sustainable relationships.
- Audit all existing corporate relationships across the Institution and co-ordinate communication with existing and potential partnerships, working closely with colleagues in research and entrepreneurship units of IIT Bombay.
Specific responsibilities

Alumni relations
- Develop a strategy to identify, engage and maintain active relationships with all alumni in order to bring them closer to the Institution.
- Work with the IIT Alumni Association to oversee and support the work of the global alumni chapters.
- Create content – events and communications – that is relevant and useful to a wider range of types of alumni communities globally.

Operations
- Create and maintain robust and transparent systems and procedures for maintenance of accurate records of alumni and supporters; gift processing; stewardship and recognition of gifts; accounting and reporting on gifts.
- Engage IITB faculty and staff with the strategic and operational activities of development and alumni relations.

Internal and external relationships

Internal
- Director, Deans and senior management.
- Dean of Alumni and Corporate Relations office.
- Colleagues in the Alumni and Corporate Relations office.
- All IIT Bombay faculty and staff.

External
- IIT Bombay council members and members of the Board of the Section 8 Company.
- IIT Bombay Heritage Foundation Board members and associated senior volunteers.
- IIT Bombay Alumni Association Board members and associated senior volunteers.
- IIT Bombay donors.
- Senior IIT Bombay alumni and volunteers.
Person specification

**Education**
- Bachelor’s degree.

**Work experience**
- Six to ten years of fundraising experience at a leadership level, preferably in a higher education setting.
- Staff supervision experience.
- Experience of building/growing a fundraising function.

**Technical expertise**
- A track record of successful fundraising; both in developing relationships and securing gifts; particularly the delivery of major gifts.
- In-depth knowledge of the principles and practices of educational advancement at a strategic and operational level.
- Extensive team management experience; leadership skills in developing a team.
- Extensive senior volunteer management experience.

**Competencies**
- ‘Self-starter’ qualities.
- Credible with both academic and donor communities.
- Diplomatic and positive.
- Professional and credible.
- Flexible and nimble in approach.
- Results-oriented.
- Globally-minded and open to all cultures.
- Excellent communications skills.
- Motivational team leader.
Living in Mumbai

Mumbai has been a constantly evolving, globally-engaged city over the past 150 years. In the last 25 years, it has made a rapid economic transition, and has expanded its national and cross-border roles. It is a thriving and lively city, producing more wealth and culture than any other city in India. Mumbai is roughly one-third of the size of Greater London, or half the size of New York, but with a population of 13 million within its city limits, it has nearly twice as many residents as the UK capital.

The capital city of the Indian state of Maharashtra, Mumbai is the most populous city in India. It lies on the west coast of India and has a deep natural harbour. It has the highest GDP of any city in south, west or central Asia. It has the highest number of billionaires and millionaires among all cities in India and has been ranked sixth among the top ten global cities for wealth.

Mumbai is the financial, commercial and entertainment capital of India and one of the world’s top ten centres of commerce in terms of global financial flow. It is by far the most globalised city in south Asia with the most internationalised economy, is a centre for institutional decision-making and the main destination for foreign investment and joint ventures. It has a new airport with the highest volume of international passengers in the region.

Substantial industry located in Mumbai include India’s maritime trade, capital transactions through the Bombay Stock Exchange, the Reserve Bank of India and the National Stock Exchange of India and IT. It is home to the corporate headquarters of several Indian companies and also multinationals such as the Tata Group.

Of course, it is also home to south Asia’s biggest cultural industry and export: Bollywood. The film and entertainment sector is the most advanced and globally appealing creative industry in any emerging world city.
Mumbai is simultaneously a successful and under-performing city. Its dynamic economy and capacity for job creation co-exist with a social profile of inequality, informality and disparity. Planning, infrastructure and transport require urgent upgrades. The cost of living in Mumbai is approximately 60 per cent (or less) than most western cities.

The Campus of IIT Bombay, located five kilometres from Mumbai’s international airport, is an oasis amid the hustle and bustle of life in Mumbai. Flanked by Powai and Vihar lakes and hills of the Sanjay Ghandi national park, it is an ecological hotspot: more than 100 species of trees, wild flowers and 150 recorded species of birds share the 500-acre site with students and faculty, the majority live on-campus.

Adjacent to the IIT Bombay Campus is the new, modern suburb of Hiranandani Gardens, a neo-classical housing development amid Powai Hill and opposite Powai Lake. Home to 4,000 families, Hiranandani Gardens is one of Mumbai’s finest residential areas, which includes an international school, healthcare, retail and leisure facilities.
Shortlisted candidates will be invited to visit Campus and participate in formal interviews during the weeks of 22nd February and 29th February 2016.

For further details, including job description, person specification and information on how to apply, please visit www.perrettlaver.com/candidates quoting reference 2215. The closing date for applications is 12:00 (GMT) on Monday 4th January 2016.