

Institutional Development Officer (Networking & Fund Raising)

Location: Bombay/Bangalore

Apply by: 10th March 2024

Institutional Development Officer

Amazing career prospect to demonstrate your strategic leadership and collaborative skills!

Lady Doak College, Madurai, in its 75th year of transformative leadership in higher education, is in an exciting period of development and growth.

If you are a visionary leader, looking for a rewarding career opportunity to lead fundraising and partnership building as the Institution Development Officer at LDC, this is the right opportunity for you.

JOB DESCRIPTION

Lady Doak College and its Mission

Lady Doak College (LDC), situated in the vibrant city of Madurai is the first women's college in Tamil Nadu, has a rich history dating back to its establishment by Miss Katie Wilcox, an American missionary from Connecticut, USA in 1948. Founded with a passionate commitment to empowering women through higher education, Lady Doak College has thrived for seventy-five years, standing as a testament to the enduring impact of its visionary beginnings. and a shared purpose across diverse global stakeholders.

Role Context

Lady Doak College envisions itself as a transformative leader in higher education. It commits to nurture globally competent, value-based, and empowered young women. The mission is rooted in imparting holistic education rooted in the values of love, justice, equality and peace to women from all social backgrounds. The learning process is carefully designed to liberate, transform, and empower both the learner and the learned. It is in this context LDC commits to expanding its academic and community empowerment programs at the Vellichanatham campus, 18 km away from its main campus.

Role Mandate

The Institution Development Officer (IDO) is a visionary. The IDO aims to achieve sustainable revenue growth through stakeholder engagement and empower the organization to fulfill its mission. As a key member of the executive leadership team, IDO strategically plans and executes fund development activities, including marketing, brand leadership, grant acquisition, and public relations.

The IDO's responsibilities encompass fostering relationships with individual givers, sponsors, corporate donors, major gift donors, government, foundations, and other supporters. Leveraging

existing partnerships and identifying new donors, IDO plays a pivotal role in the ambitious growth plan of Lady Doak College, involving the establishment of a satellite campus.

Person Specification

- **Experience and Education:** 10-15 years of demonstrable experience in partnership building and fundraising. Post graduation/MBA or equivalent degree with expertise in fundraising from private trusts/foundations, philanthropies, major donors, and the public. Fundraising for educational institutions with a knowledge of Lady Doak College is an asset.
- **Skills:** Proven ability to develop, communicate, implement, and measure strategic plans focused on revenue growth, and stakeholder engagement. Proven leadership in multi-channel marketing, fundraising, brand leadership, relationship and network development. Superior writing and verbal communication skills.
- **Knowledge of emerging and future trends:** The IDO is knowledgeable about emerging and future trends that positively affect the organization's success and impact. The IDO can envision and communicate the future of the organization.

Accountability

Strategic Leadership

- **Lead fund development and supporter engagement:** Mobilizes the fund development team, volunteers, alumnae, donors, colleagues, board members, and committees to grow revenues across all channels.
- **Collaborate with senior leaders:** Work collaboratively with the Principal, Vice Principal, Bursar, and the board and its committees to identify and develop strategic alliances, including synergies and potential opportunities for collaboration with partner organizations in India and abroad.
- **Foster a collaborative environment:** Develop, model, and nurture an environment of teamwork, accountability, and collaboration.
- Possess a well-honed influencing skill, driving organizational change through partnership, collaboration, and leadership.

Sustainable Revenue Generation

- identifying new opportunities and untapped potential in current fundraising approaches.
- develop strategic and tactical plans to achieve target revenue growth.
- develop, manage, and influence partner organizations in India and abroad, such as Lady Doak College Foundation USA, in efforts to fulfill the current and future needs of the college.

Accountability for Results

- **Astute and integrity-driven decision-making:** The IDO applies sound judgment to business issues, quickly integrating complex information and different points of view in problem-solving exercises.
- The IDO exhibits a competitive drive and can set and meet performance goals and action plans, both individually and with a team should meet targets.

Direct Reports

- The IDO manages a team of professionals, including a Team Coordinator, full-time PRO, Communication Officer, Donor Relations and Legacy Gifts Officer, and Digital Giving Specialist.

Compensation:

- The salary package is competitive and commensurate with qualifications and experience/ track record. It includes other attractive benefits. And will be set on a net gainsharing mode as per the acceptable practice prevailing in the market.

Interested candidates meeting the above criteria are requested to send your resume with a person specification statement that your experience and track record fulfill the requirement for this role to principal@ldc.edu.in with a copy to the Chairperson, Katie Wilcox Education Association email: chairperson@ldc.edu.in before **10th March 2024**. The job location will be **Bombay or Bangalore**

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To learn more about our institution, please visit our website: <https://www.ladydoakcollege.edu.in>