At UWC Mahindra College, we believe that education is transformational for both: our students and our faculty. Read further to know more.

To learn more about UWC Mahindra College, please visit our website.
UWC Mahindra College seeks a dynamic and enterprising individual who will be inspired and guided by UWC ideals as they provide leadership for the College’s advancement initiatives. The ideal candidate will help present the strengths of our unique institution to the world and will continually seek meaningful ways for our external constituents to help the college fulfill its mission through their expertise, life experience, and philanthropy. The Office of Advancement plays a leading role in shaping, facilitating and communicating UWC Mahindra College’s Vision 2022 with the development and implementation of our Strategic Plan.

**Job Title**
Head of Advancement

**Reports to**
Head of College

**Reports to**
Communications Manager

**Key Relationships**
Individual, Foundation and Corporate Donors, Alumni, Parents, Friends and Prospective Stakeholders, College Governances, UWC International, UWC National Committees, Direct Reports, Global Advancement Team, Press & Media
MAIN RESPONSIBILITIES

Governance Relations

- Works with the Board of Directors and the Head of College to meet fundraising goals.
- Develops fundraising training for Directors and other leadership volunteers.
- Assumes responsibility for all Advancement reporting to the Board and other agencies.

Fundraising

- Designs, implements and manages all fundraising activities including annual solicitations, reunion campaigns, endowment and capital campaigns, and other college-related solicitations.
- Manages all strategies and activities for donor cultivation, solicitation, and relationship building.
- Directly implements a comprehensive Major Gifts programme.
- Oversees the development of proposals for foundations and CSR funding.
- Develops and implements Annual Giving campaigns to provide a broad base of regular donors.
 MAIN RESPONSIBILITIES

Alumni & Constituent Relations

- Oversees the organisation of alumni networks/hubs and supporting initiatives and events.
- Develops and implements strategies to promote giving of “Time, Talent & Treasure” around UWC’s Generational Commitment Initiatives.
- Identifies and trains core groups of volunteers to assist in Annual Giving, special events and other constituent engagement programs as needed.

Public Relations and Brandbuilding

- Works closely with the Communications Manager, and College Leadership team to further develop our organizational identity and unique educational value proposition.
- Oversees the design and production of all major publications, including newsletters, the Annual Report, the website and “friendraising” communications.
- Creates and oversees implementation of promotional plans for all campaigns related to fundraising, admissions and short programmes.
MAIN RESPONSIBILITIES

- Plans and implements the college’s promotional outreach and media strategy; including press networking, media pitches, special events and crisis communications.
- Develop a culture of positive global brand ambassadorship amongst our primary constituent groups (students, staff, parents, alumni).

Short Courses

- Conceptualize the overarching themes and goals of the programme as well as the detailed structure and schedule.
- Ensure that the programme costs adhere to the budget.
- Ensure safety and comfort on participants during the programme.
- Research in the selected themes and identification of appropriate speakers.
- Oversee preparation of programme overview and schedule.
- Establish initial communication with partners and speakers.
- Oversee writing of the programme report at the end of courses.
MAIN RESPONSIBILITIES

Leadership Team Responsibilities

- Leads, mentors and inspires the Advancement Office Team.
- Undertakes supervisory responsibilities and creates management systems to support all Advancement projects and operations.
- Works closely with other departments (Finance, Campus Infrastructure & Services, Admissions, Academics etc.) and participates in Heads’ Committee as a member of the leadership team.
- Supervises and includes students in the activities conducted by Advancement Office.
- Wherever and whenever possible, participates in the intellectual, residential and experiential life on campus so as to better understand and integrate into the community.
SKILLS AND QUALIFICATIONS

- Bachelor’s degree in a relevant field
- At least 3+ years in fundraising, marketing, business development, public relations or equivalent fields, preferably with significant HNI relationship experience.
- Proven track record of leading high performance teams.
- Understanding of international educational systems and in particular the UWC movement.
- Excellent interpersonal and intercultural communication skills, with the ability to work well in multicultural environments and with diverse constituencies.
- Excellent oral and public presentation skills. Strong written communication & research abilities.
- Strong aptitude for developing and managing budgets and preparing financial reports.
- Tech savviness and experience with CRM databases.
- Ability to be self-motivated, work well under pressure and be able to handle several projects at one time.
- Ability to travel frequently and sometimes under short notice.
- Have good judgment and a sense of humor.
HOW TO APPLY

Interested applicants should send the following materials to the attention of the Head of College, Soraya Sayed Hassen at vacancies@muwci.net

- Curriculum Vitae
- Brief cover letter
- Details of two references (professional relationship, dates of employment, telephone and email contacts)
- A 200-250 word statement on “how the UWC mission and values find expression in your own life and/or teaching.”

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. Candidates must be willing to undergo screening appropriate to the position including checks with past employers.