

Manager - Alumni Relations

About the Role:

Manage campus-level execution of alumni engagement initiatives. Ensure regular communication, organize events, maintain data, and coordinate with internal stakeholders for collaborative alumni-led outcomes.

Key Responsibilities:

- Maintain updated alumni databases, employment records, and profiles; analyze and segment alumni data to support targeted engagement initiatives and strategic outreach programs
- Organize reunions, webinars, speaker sessions, and networking meets.
- Liaise with faculty, student committees and alumni chapters and associations to drive collaborative programs.
- Track engagement metrics and prepare reports for central team review.
- Support alumni involvement in marketing, placements, and mentorships.
- Localize and implement campus-level strategies under central guidance.
- Coordinate logistics, invites, and execution of alumni events.

Eligibility:

- Minimum 5 years of experience in alumni relations, event coordination, or data handling
- Strong organizational and communication skills
- Ability to coordinate across multiple stakeholders and drive event execution
- Experience with CRM/data tools and reporting systems preferred

Key Performance Indicators (KPIs):

- Number of campus events conducted
- Accuracy and completeness of alumni data
- Alumni engagement in ongoing institutional activities
- Event feedback scores

Salary: *We offer competitive salary that reflects current industry standards and candidate's experience.*

Apply: Mail your CV at career@imibh.edu.in mentioning the post applied for in the subject line. The last date for application is 15th June 2025