

Recruitment Notification 12/2025 : Advertisement for the post of Deputy General Manager (Alumni)

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About IIM Indore

With the objectives of imparting high quality management education and training, the Department of Higher Education, Ministry of Education, Government of India established Indian Institute of Management Indore as Institutions of Excellence. These Institutions are recognized as premier management institutions, comparable to the best in the world for teaching, research and interaction with industries. Established in 1996, Indian Institute of Management Indore (IIM Indore) has been a leader in the field of management education, interfacing with the industry, government and PSUs. It is promoted and nurtured by the Ministry of Education, Government of India and is an institute of national importance under the Indian Institutes of Management Act 2017.

IIM Indore is among the 100 global business schools (and the second IIM in the country) to receive the prestigious Triple Crown in the form of accreditations from EQUIS, AACSB, and AMBA. IIM Indore has been consistently ranked at the top by various National and International ranking agencies, including NIRF, QS, and the FT-100 rankings. The institute offers eight flagship programmes, and a diverse set of executive education opportunities, spanning several long-term and short-term courses in the UAE, GCC, and the Middle East.

About Alumni office at IIM Indore

The Alumni Office at IIM Indore plays a crucial role in fostering a dynamic and engaged alumni community through various initiatives and programs. A key function is alumni engagement, which involves developing and implementing activities such as reunions, networking events, webinars, and social media initiatives to build a strong professional network. The office encourages alumni involvement in institutional events, campaigns, and initiatives, while also establishing and maintaining national and international alumni chapters. Communication and outreach efforts are another core responsibility, which includes managing newsletters, social media, and personalized updates, maintaining regular contact through various channels, and managing a comprehensive alumni database.

About the position:

Applications are invited for the position of Deputy General Manager for Alumni office. The minimum qualification, experience, and other general terms and conditions are given here under:

Number of positions: 01

Key Responsibilities

1. Alumni Engagement:

- Develop and implement programs to engage alumni, such as reunions, networking events, webinars, and social media groups.
- Build a strong alumni network that facilitates professional connections.
- Create and execute strategies to encourage alumni involvement in institution-related events, campaigns, and initiatives.
- Establishing and maintaining chapters in India and abroad affiliated to the association.

2. Communication and Outreach:

- Manage alumni communications, including newsletters, social media, and personalized updates about institutional developments, achievements, and events.
- Maintain regular contact with alumni through emails, phone calls, and personal outreach.
- Develop and maintain an alumni database, ensuring accurate records of contact information and alumni preferences.
- Promote and create content for alumni publications, both print and digital.

3. Event Planning and Coordination:

- Plan and coordinate alumni events such as reunions, homecoming activities, and networking events.
- To ensure successful execution of alumni events. Oversee the logistics, marketing, and follow-up for all alumni events.

4. Fundraising and Support:

- Support and promote the institution's fundraising campaigns.
- Cultivate relationships with alumni donors and provide opportunities for them to contribute to the institution's goals.
- Assist in identifying potential alumni who could be major donors or volunteers.

5. Data Management:

- Maintain an up-to-date database of alumni information (e.g., employment status, location, academic achievements).
- Provide regular reports and analysis of alumni engagement activities and trends.

6. General Administration

- Administering day to day activities of alumni activities office.
- Creating an annual calendar for events including, but not limited to, the annual general meeting, international, national and regional alumni meet, reunion and workshops.
- Preparing the annual budget, reports and other relevant documentation.
- Any other task(s) assigned by the institute.

7. Alumni Association

- Driving alumni outreach and registration campaigns to grow the membership base of alumni association and secure payment of alumni membership fees.
- Overseeing all financial functions: preparing financial statements, budgeting, expense tracking and management.
- Ensure timely compliance with statutory obligations related to GST, TDS, income tax, audit requirements, company law requirements and statutory forms filings with the Ministry of Corporate Affairs (MCA).
- Planning and coordinating Board of Directors' meetings, drafting agendas, circulating board papers, recording and finalizing minutes.
- Compiling the annual report and Board's report for presentation to the shareholders.
- Liaising with the IT service provider to optimize and maintain the online membership-fee collection module.
- Partnering with banker to streamline and monitor fee-collection processes and resolve payment issues.
- Annual Alumni Awards: Compiling data for identifying suitable alumni for distinguished alumni awards and present it to the jury for consideration. Arrangements related to award function such as preparing citations, cash awards, travel and accommodation for awardees etc.

Qualification & Work Experience:

- The candidate should be a Graduate with at least 10 years of experience, out of which five years should have been in a Senior Managerial position, preferably related to the alumni relations domain (less experience can be considered for exceptional candidates).
- Demonstrated skills of social media savviness.
- Proven track record of strong interpersonal managerial skills. Familiarity with events planning and management is desirable.

The candidate should have excellent Microsoft Office Knowledge (Outlook, Word, PowerPoint and Excel) and Excellent written and spoken communication.

Age:

Below 45 years as of the date of application.

Desirable:

Good speaking and writing proficiency in English.

Salary & Allowances

The selected candidate will be offered a fixed-term contract for one year and extendable one year at a time for a maximum period of three years on a consolidated monthly pay package subject to satisfactory performance, which will be reviewed annually. Salary will not be a constraint for the deserving candidate. The selected candidate would be evaluated after three months of joining and would be able to complete first year in the Institute only if the performance is found satisfactory at the end of three months.

Interview and Selection:

The selection will be based on an interview of the shortlisted candidates. The date, time and place of interview will be communicated to the shortlisted candidates only through email.

General Terms and Conditions:

- Interested and eligible candidates are requested to send their application in the **Prescribed Format** along with scanned copies of Qualification Certificates (One PDF file for all qualifications certificates starting from class 10th as Annexure-1), Experience Certificates (One PDF file for all Experience certificates as Annexure-2) and Category/PwD certificate if applicable (One PDF file for Category and PwD certificates as Annexure-3) via email at career@iimdr.ac.in with **super scribed subject** as "**Application For The Post of Deputy General Manager (Alumni)**" on or before **December 18, 2025**.
- Applications received after **December 18, 2025**, will not be entertained.
- Application without Prescribed Format and Annexures, as mentioned in point no.1 above, will not be considered. The application is only to be sent through email to career@iimdr.ac.in. No other mode of application will be accepted.
- Mere fulfilling the minimum qualification and experience requirements will not confer any right on the candidates for being called for an interview **or/and their selection**.
- Candidates who are not found suitable for the position may be considered for a lower position, on a lower pay scale, or an appropriate consolidated salary.
- The Institute reserves the right not to select anyone without assigning any reason.
- The Institute reserves the right to change/apply appropriate shortlisting criteria in case of many applications.
- Only shortlisted candidates will be contacted.
- No correspondence will be entertained in this regard.
- Canvassing in any form will be a disqualification.
- An incomplete application without proper supporting documents will be summarily rejected.
- The Institute requires the selected candidates to join immediately.
- No TA/DA will be paid for attending the written test **or/and** Interview **or/and** selection process.
- The decision of IIM Indore would be final and binding to the candidates.
- Candidates who have been interviewed for the same position within 18 months prior to the date of current advertisement need not apply.
- In case of any dispute concerning this recruitment, the jurisdiction of the competent courts will be within the territorial jurisdiction of the city of Indore only.

Last Date for Application:

The last date to submit the application is **December 18, 2025**.

Academic Associates	>	Advertisement for Faculty Positions – Special Recruitment Drive For NC-OBC/SC/ST/EWS/PWD	>
Faculty Positions at Indian Institute of Management Indore	>	Manpower agency vacancies	>
Professors of Practice	>	Recruitment Notification 09/2025: Advertisement for the post of Emergency Medical Officer and Part-time Medical Officer	>
Recruitment Notification for the Staff – ANVESHAN	>	Recruitment Notification No. 01/2025 (A): Advertisement for the post of Chief Officer Learning Centre and Chief Officer Finance and Accounts	>
Recruitment Notification No. 01/2025 (B): Advertisement for Special Recruitment Drive for Non-Teaching Positions	>	Recruitment Notification no. 03/2025 Advertisement for "IIM Indore Incubation Foundation for the position of Incubation Manager , Program Executive – Marketing , Program Executive – Fundraising"	>
Recruitment Notification No.: 05/2022 Advertisement for Emergency Medical Officer	>	Recruitment Notification No.: 06/2022 Advertisement for the post of Executive Engineer (Civil)	>
Recruitment Notification No.: 07/2022 Advertisement for the post of Junior Library Professional Assistant	>	Recruitment Notification No. 09/2022 – Advertisement for Walk-in for Library Apprentice Trainees	>
Recruitment Notification No. 1/2024 – Advertisement for the post of Chief Officer Learning Centre, Chief Officer Finance and Accounts, Chief Officer Engineering, and other Non-Teaching Positions	>	Recruitment Notification No.: 10/2025 Advertisement for Post-Doctoral Fellow (PDF) Communications area	>
Recruitment Notification No.: 11/2025 Advertisement for Post-Doctoral Fellow (PDF) Strategic Management area	>	RECRUITMENT NOTIFICATION NO. 5/2022 : Advertisement for "Emergency Medical Officer" Walk-in interview on October 10, 2022 at 3.00 pm. onwards	>
Recruitment Notification No. PDF/08/2022 Advertisement for Post-Doctoral Fellow for the area of Operations Management and Quantitative Techniques	>	Research Associate for National Commission for Women (NCW) funded project "Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs & ULBs"	>

Academic Programmes

- PGP
- EPGP
- IPM
- PGP-HRM
- PGP-MX Mumbai
- DPM
- EDPM
- EDPMG

Executive Education

- Degree and Diploma Programmes
- Long Duration Certificate Programmes
- Short Duration Certificate Programmes
- International Programmes
- FDP
- Programmes for Defence Officers
- Customised Programmes

Quick Links

- Policy to Maximize Water Reuse across IIM Indore
- Carbon Footprint Report
- Centre of Wellness and Inclusion
- National Ragging Prevention Programme
- Industry Interface
- CAT 2025
- RTI
- Map
- NIRF
- NIRF SDG

Explore

- IIM Indore at a Glance
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- Faculty
- Our Staff
- Student's Corner
- Biodiversity @ IIM

Links

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- Sitemap

Contact

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