

Job Position – Assistant/Deputy Director, Development and Strategy [RDO]

Role and Responsibilities:

- **Proposal Development:** Once opportunities are identified, work with university personnel to review solicitations and determine eligibility. If eligible, work with personnel to build budgets, process forms, review applications and submit as required by the sponsor. These duties will be largely independent and autonomous work.
- **Research Development:** Meet with university personnel to identify sponsored program needs and assist in the identification of grants opportunities. Review media as well as sponsor sites/emails for the identification of targeted funding opportunities.
- Provide administrative support to faculty, staff, department/centres in the preparation and submission of grant and contract proposals.
- Proactively manages multiple concurrent proposal submission timelines to ensure the on-time completion of high quality, responsive and compliant proposal applications

Requirements

- Research degree
- 4-5 years of experience in the relevant field
- Excellent project and time management skills
- Good communication & computer skills
- Ability to work a flexible schedule and accommodate change

Venue of work:

Ashoka University campus at Rajiv Gandhi Education City, Sonapat in the Delhi NCR

Application Details Required:

- To apply, please send your CV and a cover letter to Connect HRD <connect.hrd@ashoka.edu.in>
- Please include the name, designation and contact details of a referee from your most recent professional/academic endeavour. They may be contacted by us as part of the process.
- Please use the subject line “Application for Assistant/Deputy Director, Development and Strategy [RDO]” for the email.