

Job Title: Assistant Manager, Documentation & Videography, Development Team

Reports to: Deputy Director, Development Team

Location: Delhi

Experience (in years): 5-7 years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance, and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research, and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured the top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I. GAUGE as a recognition of its continuous focus on academic rigor, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community, and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors, and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Role and Responsibilities:

We are looking for a qualified person who will oversee and manage documentation and videography for the Development Team at Ashoka, which focuses on fund-raising. The role is multi-faceted and is for a communications professional who is adept at creating smart and crisp content across print and audio-visual platforms. The person we are looking for should be able to work with minimum supervision, be a good writer and think visually. Knowledge and ability to film and edit videos are additional skills required for the role. The individual will join the Development Team and work closely with the vertical focused on CSR donor engagement. While they will work from Ashoka's office in New Delhi, they will have to make frequent trips – at least twice a week – to the University campus in Sonipat.

The position will entail the following responsibilities:

- Ideate, conceptualize, and produce content across print and audio-visual platforms that can complement the work being done by the Development Team
- Visit the Ashoka University campus in Sonipat to document written and video stories regularly.
- Write short, compelling stories that showcase success.
- Develop scripts for short videos (2-3 minutes) that be used by the Development Team.
- Independently work with a filmmaker to shoot and edit films as and when required.
- Oversee the production of top-quality written and video content for the Development Team
- Create content, layout, and design various reports to be submitted to Ashoka donors. These would include scholar testimonials and progress reports in collaboration with the donor reporting team.

- Create collateral for any fundraising events organized by the team such as save the dates, invites, thank you emails, and presentations, as applicable.
- Support the relationship holders and donor reporting/operations team by drafting good quality and compelling pitch and proposal presentations. This would entail editing copy, working on design/layouts, and aligning tone and aesthetics aligned with Ashoka's brand guidelines.
- Co-ordinate update of new founders/donors on the Ashoka website
- Create documents on Ashoka's programs, offerings, or avenues of engagement to support conversations and engagement with potential donors.

Eligibility:

- Post-Graduate degree in Mass Communications / Multimedia Journalism
- 5-7 years of professional experience in a newsroom, production house
- Multimedia communications professional (can create and edit visual and written communication products)
- Exceptional writer across print and audio-visual platforms
- In-depth understanding and hands-on knowledge of filming and editing.
- Track record in developing compelling content across print and video platforms.

Competencies and Skill Sets:

- Needs to be a team player who is also able to work independently.
- Can work across teams.
- Can independently deliver - from concept to product.
- Is a multi-tasker and quick on their feet
- Will be able to create content at par with global standards.
- Is highly motivated and self-driven.

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, notice period, work samples, and contact details for three references.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.