

Director – Alumni Relations

Head, Alumni Ecosystem Development | SPIT Alumni Network (SPIT AN)

Location	Mumbai
Reports To	Alumni Network Governing Board including Ex-Officio chairs from College Principal / Dean – Student, Alumni & External Relations
Experience	8–12 years

Role Purpose

The Director – Alumni Relations will lead the development and growth of the SPIT alumni ecosystem by strengthening alumni relationships, enabling alumni networking and collaboration, and creating meaningful opportunities for alumni to stay engaged with the institution.

The role focuses on activating alumni participation across mentorship, learning, networking, and institutional initiatives, while the Alumni Relations Office team manages operational execution and governance processes.

The Director is responsible for ensuring that alumni derive sustained professional, intellectual, and community value from their association with SPIT.

Core Responsibilities

1. Design and Govern the Alumni Ecosystem

- Define the strategic framework for alumni engagement across chapters, programs, and institutional initiatives
- Sanction the formation of new alumni chapters; periodically review chapter health and decide when to open, restructure, or close chapters
- Set annual engagement priorities and own outcomes across the alumni network
- Operate credibly with senior industry figures, founders, and institutional leadership simultaneously
- Plan and execute projects aligned to Goals with the budget available and new inflows through fund-raise

2. Enable Alumni Value Through Engagement Programs

- Design and drive flagship alumni engagement programs — reunions, leadership summits, knowledge sessions
- Enable continuous learning and alumni-led initiatives that reinforce long-term institutional connection
- Approve the engagement calendar and ensure alignment with institutional goals
- Ensure effective execution through the Alumni Relations Office team

3. Connect Alumni With Student Development

- Enable alumni participation in mentoring programs
- Facilitate alumni-led career sessions, talks, and workshops
- Connect alumni with student projects, internships, and career support initiatives

4. Strengthen Alumni Participation in Institutional Initiatives

- Connect alumni industry expertise with academic and institutional programs
- Enable alumni involvement in placements, research collaboration, and advisory roles
- Support alumni participation in institutional programs and development efforts

5. Encourage Alumni Support for the Institution

- Build relationships with senior alumni, donors, and industry leaders
- Enable alumni participation in funding initiatives and institutional programs
- Support alumni contributions toward scholarships, projects.

6. Lead and Coordinate the Alumni Relations Office

- Define annual alumni engagement priorities and strategy

- Review progress across programs and initiatives; hold team accountable for outcomes
- Coordinate across engagement, operations, and communications functions
- Ensure alignment with institutional goals and leadership expectations

Role Boundaries

The Director plans and governs engagement strategy and priorities. Execution decisions below that level — vendor selection, event logistics, communication scheduling, financial documentation, governance records, and database management — are owned by the respective coordinators but the Director is responsible for output aligned to goals. If required, the Director should change vendors/ execution teams with rationale based on mid-term check points. The Director focuses on ecosystem architecture, senior relationships, and strategic outcomes.

Key Outcomes Expected

Alumni Engagement

- Active alumni chapters established and sustained across key cities
- Increased alumni participation in networking and engagement programs
- Stronger alumni involvement in institutional and industry initiatives

Student Development

- Active and scalable alumni mentoring programs
- Increased alumni participation in career support, talks, and project guidance

Community Building

- Regular alumni learning, networking, and collaboration opportunities
- Strong sense of alumni identity, pride, and belonging

Institutional Support

- Increased alumni participation in placements, industry collaboration, and institutional initiatives
- Growth in alumni-led contributions toward institutional programs and development efforts

Experience Required

- 8–12 years of experience in community building, partnerships, ecosystem development, alumni relations, or institutional development
- Experience engaging senior professionals, founders, and industry leaders
- Experience managing professional networks, communities, or engagement programs
- 2+ years in elite education institutions preferred
- MBA preferred to support leadership-level strategic thinking

Skills Required

- Relationship building and stakeholder engagement
- Strategic thinking and program development
- Community leadership and professional network building
- Strong communication and cross-functional coordination

Ideal Candidate Profile

Someone who has built or led professional communities before and can operate credibly with senior industry figures and institutional leadership simultaneously. The Director should be capable of seeing the long arc of an alumni network — designing for scale while managing the relationships that make it real. They are comfortable making strategic calls, delegating execution confidently, and holding the team accountable for outcomes.

Deadline to apply: 5th May 2026.

Send your applications to: alumni.network@spit.ac.in