

Operations & Finance Coordinator

Alumni Office Operations Lead | SPIT Alumni Network (SPIT AN)

Location	Mumbai
Reports To	Director – Alumni Relations
Experience	3–6 years

Role Purpose

Build and maintain the institutional backbone — systems, finances, and governance — that makes alumni programs sustainable. The Operations & Finance Coordinator ensures operational discipline, financial transparency, and compliance across the SPIT Alumni Network. By anchoring the systems and processes behind every initiative, this role enables the engagement team to focus on community building while the infrastructure runs reliably.

Core Responsibilities

1. Governance & Compliance Management

- Coordinate Governing Council meetings, AGMs, and review forums
- Prepare agendas, minutes, and institutional records of decisions
- Maintain official documentation and governance records
- Coordinate regulatory and society compliance requirements

2. Financial Tracking & Budget Management

- Track alumni donations, receivables, and financial inflows
- Maintain records of income, expenditures, and fund utilisation
- Monitor program budgets and ensure adherence to approvals
- Coordinate with accountants and auditors for financial reporting
- Maintain alumni membership records and coordinate with the Accounts department for transfer and reconciliation of alumni deposits post-graduation

3. Operational Execution Support

- Manage coordination with vendors and external service providers for various initiatives - scope can include venue booking, logistics & other event related activities.
- Maintain contracts, agreements, and supporting documentation
- Support program coordination & execution needs
- Track vendor deliverables and ensure timely payments

4. Administrative Systems & Documentation

- Maintain structured institutional records and documentation systems
- Support preparation of reports and updates for leadership
- Ensure proper documentation of alumni initiatives and activities
- Maintain continuity and accessibility of operational records

5. Chapter Administrative Records

- Maintain compliance records and financial tracking per alumni chapter
- Ensure documentation continuity as chapter membership evolves
- Support governance requirements specific to regional chapters

Role Boundaries

The Operations & Finance Coordinator owns systems, financial tracking, governance discipline, and operational execution. Alumni relationship building, community engagement, and program development are driven by the Alumni Engagement Manager and Director. Digital platforms, CRM, and alumni communication are handled by the Communications, Community & Data Manager. This role does not manage alumni relationships — it makes everything else possible.

Key Outcomes Expected

Governance

- Timely and structured coordination of governing meetings and processes
- Accurate documentation of institutional decisions and records

Financial Management

- Transparent tracking of alumni funds, donations, and expenditures
- Strong financial discipline across programs and initiatives

Operations

- Smooth and reliable execution support for all alumni programs
- Effective coordination of vendors, logistics, and operational requirements

Administration

- Well-maintained institutional records and documentation systems
- Consistent availability of accurate reports and operational data

Experience Required

- 3–6 years of experience in operations, administration, or finance coordination
- Experience with financial tracking, documentation, or compliance processes
- Familiarity with institutional, NGO, or education sector operations is an advantage

Skills Required

- Strong organisational and documentation skills
- Financial tracking and administrative management
- Vendor coordination and operational planning
- Attention to detail and process discipline

Ideal Candidate Profile

Someone who finds satisfaction in systems being airtight — where records are clean, deadlines are met, and nothing falls through the cracks. The ideal candidate takes genuine ownership of processes and accuracy, and is comfortable managing financial records, coordinating operations, and ensuring compliance at the same time. They build systems that outlast any single program or event, giving the alumni network a reliable institutional foundation.

Deadline to apply: 5th May 2026.

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