CENTRE FOR ALUMNI RELATIONS AND CORPORATE AFFAIRS (CARCA)
ANNA UNIVERSITY, CHENNAI - 600 025
Email ID: dircarca@annauniv.edu
Phone No.: 044 2235 8625

Dt.10.11.2026

ADVERTISEMENT FOR THE POST OF "MANAGER – RELATIONS & FUNDRAISING"

The Centre for Alumni Relations and Corporate Affairs (CARCA), Anna University invites applications from the eligible candidates on a temporary consolidated basis for a period of six months and is likely to be extended if the performance of the candidate is found satisfactory. The posts are purely on temporary basis.

Name of the Post	No. of Post	Salary per month	Essential Qualifications	Experience
Manager – Relations & Fundraising	2	Rs. 45,000-50,000/- (Consolidated)	Master's Degree in Management	3 years of experience in the relevant field. (Experience in corporate relations, fundraising, alumni relations or institutional partnership development and mobilizing Corporate Social Responsibility (CSR) funds, sponsorships and donations from corporate organizations and alumni

S. No	Name of Post	Job Description
1	Manager – Relations & Fundraising	• Develop, maintain and continuously enhance a comprehensive and dynamic alumni database. • Maintain an updated database of corporate contacts, alumni contributors, CSR opportunities, sponsorship records and donor information. • Establish and maintain strong relationships with corporate partners, industry representatives and alumni to promote long-term collaboration with the University. • Identify and approach corporate organizations and alumni for CSR funds, sponsorships, and donations to support university initiatives, research projects, conferences and student activities.

		• Coordinate with various departments, centres, and faculty members to identify funding opportunities and support projects eligible for CSR or sponsorship funding. • To collaborate with various departments in the preparation of CSR proposals, sponsorship proposals, presentations and fundraising documents for effective submission to corporate organizations and prospective donors. • Follow up with corporate organizations and alumni regarding funding proposals, sponsorship commitments, and partnership opportunities. • Assist in preparing acknowledgement letters, utilization reports, progress reports, and documentation related to CSR funds and sponsorships. • Organize and support corporate outreach programs, alumni meets, networking events and fundraising campaigns conducted by CARCA and the University. • Support the promotion of University activities, achievements, and initiatives through corporate engagement and alumni networking.

General Instructions:

1. Only shortlisted candidates will be called for an interview after scrutinising the applications.
2. The actual date and time of the interview will be intimated only by email to the shortlisted candidates
3. Candidates should appear for the interview with their original certificates.
4. No TA & DA will be provided.
5. The position is purely temporary.
6. The applicant will be responsible for the authenticity of information and other documents submitted.

Interested candidates should submit their application in the enclosed format along with self-attested photocopies of relevant certificates to the following address on or before 30.11.2026 (5:00pm).

The Director,
Centre for Alumni Relations and Corporate Affairs(CARCA),
CPDE First Floor, College of Engineering Guindy Campus,
Anna University, Chennai – 25

Note: Submitting the hard copy of the required documents, photographs and application letter is mandatory.

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DIRECTOR i/c

CENTRE FOR ALUMNI RELATIONS AND CORPORATE AFFAIRS (CARCA)
ANNA UNIVERSITY, CHENNAI – 25

APPLICATION FORM FOR THE POST OF **"MANAGER – RELATIONS & FUNDRAISING"**

(Temporary Basis)

(To be filled by office)

Application number		Date of receipt of the application	

Name of the Post Applied For:

Personal Details:

Full Name (In Capital)				Affix Recent Passport Size Photo
Date of Birth (DD/MM/YY)		Gender (Male/Female)		
Marital Status (Married/Unmarried)		Nationality		
Category (Gen/BC/MBC/SC/ST)				
Address for Communication:		Permanent Address :		
Mobile No. (Valid and Functional)		E-mail Id (Valid and Functional)		
Alternate Contact No.				

Education Qualifications: (From matriculation onward; Attach scanned copies of the qualifying degree certificates and mark sheets)

S.No.	Degree	Board / University	Regular / Part-time	Year of Passing	Division	% Marks / CGPA

Professional experience (Attach scanned copies of experience certificates)

S.No.	Designation	Name of Organization	Period		Nature of Work
			From	To	

Awards, Prizes (if any):

Any other relevant information which is not covered above:

List of Enclosures:

Declaration

I declare that the information furnished above is true and correct to the best of my knowledge and belief that no related information is concealed. If any discrepancy if found at any stage, Director, CARCA Anna University, Chennai, shall cancel my application / selection. Iam aware that this application is only for temporary position.

Place:

Date: **Signature of the Applicant**