

Job Description: Outreach Manager – K-12 & Higher Education

Location: Delhi NCR

Travel: Frequent travel across Delhi NCR and other cities as required.

Role Overview

We are looking for a proactive and relationship-driven **Outreach Manager** to build and strengthen partnerships with schools, colleges, and universities. The role involves engaging with institutional leaders, organizing seminars and leadership sessions, and developing long-term strategic relationships.

Key Responsibilities

- Build partnerships with K-12 schools, colleges, and universities.
- Connect with Principals, Directors, Trustees, Promoters, Vice Chancellors, Deans, and other institutional decision-makers.
- Pitch the organization's academic programs, seminars, workshops, and value-added offerings.
- Organize and coordinate seminars, guest lectures, and leadership sessions by senior faculty and the leadership team.
- Build and maintain long-term relationships with partner institutions through regular engagement.
- Prepare professional emails, proposals, presentations, and partnership documents.
- Coordinate with internal teams to ensure seamless execution of outreach initiatives.
- Maintain a healthy outreach pipeline and track engagements using CRM or similar tools.

Skills & Qualifications

- Bachelor's degree with **2-4 years** of experience in institutional sales, outreach, partnerships, or business development within the education sector.
- Excellent communication, presentation, negotiation, and relationship-building skills.
- Strong drafting skills for emails, proposals, presentations, and official communication.
- Proficiency in AI tools (e.g., ChatGPT) and MS Office to improve productivity and documentation.
- Willingness to travel extensively.

Preferred

- Existing relationships with reputed schools, colleges, or universities.
- **A strong network within India's top schools—especially the Top 200 schools—and leading colleges is a significant advantage.**
- Prior experience in the education, EdTech, or training industry will be preferred.