

Officer Resource Mobilization



The incumbent will be working under the supervision of Head of Resource Mobilization and directly with each member of the team to support the execution of Fundraising and Donor Relations efforts by ensuring timely acknowledgements of all kinds of Donations, record-keeping and Donor reporting. The incumbent will also be providing support in events and campaigns to support KDSP's Fundraising efforts.

Responsibilities:

- Ensure generation of receipts and acknowledgement letters, maintain records in the Donor database, and reconcile records with Finance team
- Facilitate in organizing and executing events and campaigns for Fundraising
- Support the development of Donor reporting including but not limited to those required for grant bodies, corporate donors, individual donors, Resource Committee, Board and other essential stakeholders.
- Any other task as assigned by the Management.

Requirements:

- Minimum B.Com/Bachelors Degree in Business Administration or Marketing/Sales from an HEC recognized institution
- Fresh Graduate or 6 months of work experience in a relevant field or sector
- Must possess an engaging personality with the can do attitude, demonstrating initiative
- Good Communication skills (both English and Urdu)
- Proficient using Microsoft Office, databases and systems
- Highly organized, responsible and punctual, giving attention to detail
- Demonstrated ability to think and work well independently and as part of a team
- Ability to multitask, identify priorities and meet deadlines

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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