

Assistant Manager Resource Mobilization



Karachi Down Syndrome Program

A company set up under section 42 of the Companies Ordinance, 1984.

Responsibilities:

- Facilitate in developing an annual Resource Mobilization Budget and Plan/Calendar, inclusive of both aspects – Fundraising and Donor Relations.
- Facilitate in developing, updating and implementing Resource Mobilization SOPs.

Fundraising:

- Facilitate in leading Events and Campaigns to generate funds.
- Conduct detailed research to generate prospects and secure support from new Donors (individuals & corporates).
- Retain existing Donors through relevant means.
- Develop and update Fundraising tools (proposals, presentations, etc.) for current and potential Donors (individuals & corporates).
- Facilitate in creating and managing an Endowment fund.
- Research about relevant Grant opportunities (local & foreign) and write Grant applications.

Donor Relations:

- Ensure maintenance and updating of Donor database records.
- Ensure all Fundraising transactions are acknowledged appropriately.
- Ensure timely reporting to all Donors including corporate Donors, individual Donors, and Grant bodies, etc. as well as internal stakeholders (Resource Committee & Board of Directors).
- Facilitate in developing and implementing a Donor engagement plan for all Donors.
- Develop and conduct a Donor satisfaction survey.
- Any other task as assigned by the Management.

Requirements:

- Minimum Bachelor's Degree in Business Administration or Marketing/Sales from an HEC recognized institution.
- 1-2 years of work experience in a relevant field or sector.
- Must possess an engaging personality with the confidence to represent the organization and the can-do attitude, demonstrating initiative.
- Proficient using Microsoft Office, databases and systems and social media.
- Highly organized, responsible, and punctual.
- Demonstrated ability to think and work well independently and as part of a team
- Ability to multitask, identify priorities, manage pressure 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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