

Habib University
Job Description

Position Title	Assistant Manager, Global Prospects
Department	Advancement and Giving, Global Engagement
Reporting Relationship	Manager, Global Giving & Manager, Global Engagement

Scope of the Position
<p>The Assistant Manager, Global Prospects role will conduct prospect research for global advancement opportunities, assemble and submit grant requests and proposals, establish and maintain relationships with international aid organization and philanthropic foundation contacts and help develop funded programs for Habib University’s institutional and academic advancement. The incumbent will ensure that accurate information is maintained concerning relationships with potential major gift prospects in the donor management system as well as a calendar of submissions and other deadlines.</p> <p>This position reports to the Manager, Global Giving and Manager, Global Engagement and works in frequent consultation with the Chief Financial Officer of the University.</p>

Summary of Key Functions
<p>Specific Roles and Responsibilities:</p> <ol style="list-style-type: none"> 1. Conducting prospect research with regard to the availability of advancement opportunities for Habib University 2. Developing proposals and grant applications for, and liaising with international aid organisations and philanthropic foundations 3. Building and maintaining relationships with national, international, multilateral and bilateral funding agencies, including diplomatic missions and consulates, as well as individual donors abroad from an advancement and giving perspective 4. Developing proposal concepts; performing proposal research; drafting, editing and preparing proposal(s) for submission; maintaining and providing proposals on file 5. Prospecting and developing funded scholarship programs for Habib University students 6. Implementing and establishing programs to further fundraising with prominent members of the Pakistani diaspora and/or other high net worth individuals 7. Establish and maintain an organized and extensive donor management database, ensuring frequent correspondence and timely updates 8. Ensure prompt and sincere acknowledge of gifts from foundations and aid organizations 9. Other duties as assigned, including working at donor and other large-scale campus events

Required Qualification, Experience and Skills	
Qualifications and Skills Required	<ul style="list-style-type: none"> • Bachelor’s degree from an accredited, preferably, liberal arts institution with a strong background in the social sciences. • Two years’ professional research and writing experience, preferably in an international setting or geared towards international fundraising • Excellent bi-lingual written and verbal communication skills • Experience in database management • Knowledge and familiarity with program research techniques • Active interest in the global higher education landscape, especially as it relates to private liberal

	<p>arts institutions</p> <ul style="list-style-type: none">• Ability to work independently, under tight deadlines and with little supervision and be extremely detail-oriented• Ability to exercise good judgment and discretion, while maintaining the security of confidential and sensitive donor information• Ability to adapt to the dynamic nature of a very young and fast-growing organization
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Habib University is a pioneering institution providing a rich liberal arts education to the youth of Pakistan, to create a generation of socially responsible and critically conscious individuals, who can bring Pakistan to the forefront not only economically and financially, but also intellectually.

Habib University initiated classes in 2014 with 200 students, offering four undergraduate programs through the School of Arts, Humanities and Social Sciences and the School of Science and Engineering. The University is a modern learning space fully equipped with state-of-the-art research and teaching facilities in order to attract the best faculty from around the world.

Habib University Foundation (H.U.F.) is a not-for-profit organization, which commenced its work in 2007. H.U.F responds to existing gaps in the educational scenario of Pakistan, by supporting educational initiatives, research and innovation. It is focused on improving the status of education within the country by supporting research, planning and implementation of innovative educational models. H.U.F. extends support at all tiers of education delivery within the country including higher education, vocational skill development, pre-tertiary education and research and advocacy.

To apply, send your resumes to recruitment@habib.edu.pk. Please mention the position that you are applying for in the subject line of your email.