

Habib University
Job Description

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| Position Title | Manager, Donor Relations & Communications |
| Department | Advancement & Giving |
| Reporting Relationship | Head of Advancement & Giving/Head of President's Office |

Scope of the Position

The candidate serves as a fundraising strategist for Habib University and is responsible for researching avenues for resource development, exploring opportunities for possible partnerships, and building and maintaining constituent relationships. S/he will serve as the primary source and repository for donor communication materials used for fundraising purposes.

Summary of Key Functions

Key Responsibility & Duties :-

- Identify, cultivate and solicit philanthropic support by developing and maintaining relationships with corporate, institutional and individual donors and donor organizations.
- Participate in the development of a strategic communications plan with value-driven messages that highlight the impact of donor investments and is consistent with the strategic goals, plans, and aspirations of the University
- Serves as a lead writer and originator of compelling content for proposals, newsletter, brochure, website and other communications utilized by the Advancement & Giving department
- Investigate grant opportunities to support existing and new programs and services for Habib University and also monitor grants activities at the University
- Provide substantive reports to donors regarding stewardship of their gifts, the impact of their investment and encourage continued support.
- Assist with the design, implementation and management of a comprehensive development plan that will expand and enhance foundation and corporate relationships
- Supports the development and improvement of information systems regarding donor and prospect data management.
- Represent Habib University at local and regional fundraising conferences/ seminars and at corporate functions that may directly or indirectly benefit the fundraising program
- Formulate, determine, and effectuate fundraising strategies and donor policies and procedures
- Perform other duties as assigned

Required Qualification, Experience and Skills

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| Qualification / Experience | <ul style="list-style-type: none"> • Experience of at least 4-5 years in a related discipline such as fund development, communications, stakeholder engagement or business development. Experience with mid-market corporate and major individual donors is an asset. • Minimum Bachelors' degree in Communications, Journalism, Social Sciences, or other relevant fields. Preferably, Masters in Marketing, Communication, Public Relations or related fields, or equivalent combination of experience, education and training |
| Essential Skills | <ul style="list-style-type: none"> • Must be exceptionally good at using MS Word, and MS PowerPoint • Excellent writing skills, including the ability to produce clear, concise and accurate copy in accessible English. Attention to detail and the ability to deliver error free work is essential. • Excellent planning, communication and interpersonal skills, co-ordination and prioritization skills and proven capacity to undertake varied tasks simultaneously within stringent deadlines • Demonstrated capability to take a leadership role with non-profit agencies, volunteers, and staff while working with diverse segments of the community • Able to work effectively with a wide variety of academic, developmental, community and governmental agencies as a team player • Demonstrated high level of self-direction and an orientation to achieve results |

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. The University is being established in Karachi, Pakistan.

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.