



Job Description

Position Title	MTO, Resource Development (HUF)
Department	Habib University Foundation
Reporting To	CFO - HUF
Type of Position	Contractual

POSITION DESCRIPTION

The candidate will be responsible to maintain the donor database, communication with donors, assisting in events and ensuring the department's donor needs are fulfilled. S/he may also be required to prepare presentations, answer phone calls and prepare content for communications.

DUTIES AND RESPONSIBILITIES

- ✓ Drafting Emails, Newsletters, Presentations and other communications.
- ✓ Preparing database of donors and potential donors.
- ✓ Supporting the department with campus tours, creating follow up communications and researching companies.
- ✓ Answering queries and handling emails for the Foundation.
- ✓ Ensuring regular communication with donors and following up with potential donors.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Undergraduate with specialization in Marketing/Communications/Journalism
Required Experience	✓ Fresh Graduates or 1-2 years' experience in Marketing/Communications.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Writing Skills	High
2.	Presentation Skills	High
3.	Communication Skills	High
4.	Prezi, PowerPoint, Excel, Word	High