



Job Description

Position Title	MTO, Resource Development
Department	Office of Resource Development
Reporting To	President Chief of Staff
Type of Position	Contractual

POSITION DESCRIPTION

The candidate will be required to draft communication materials, create presentations and work with the Office of Resource Development towards conducting events and managing campus visits. Candidate may be expected to do other tasks as directed.

DUTIES AND RESPONSIBILITIES

- ✓ Drafting Emails, Newsletters, Presentations and other communication materials;
- ✓ Assisting in managing events and maintaining donor database;
- ✓ Supporting the department in managing campus tours, creating follow up communications and researching companies;
- ✓ Answering queries and handling emails for Resource Development department;
- ✓ Updating database regularly;

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)

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