

Job Description

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| Position Title | Deputy Manager, Resource Development |
| Department | Office of Resource Development |
| Reporting To | Senior Manager, Development & Public Relations |
| Date | March 2017 |
| Type of Position | Full Time |

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| POSITION DESCRIPTION |
| The individual will be responsible for assisting Senior Manager, Development & Public Relations in connecting with corporate donors, managing their records as well as leading donor events and other development activities. He/she will assist in developing corporate links and relationships and work on initiatives to generate funds for Habib University. |

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| DUTIES AND RESPONSIBILITIES |
| <ul style="list-style-type: none"> ✓ Researching multiple avenues for fund raising for Habib University ✓ Developing and sustaining a steady stream of donor related activities such as visits and campus tours ✓ Creating presentations and presenting to private and corporate donors ✓ Analyzing donation related data and generating reports for Management's review. ✓ Developing resources, researching funding sources, and writing proposals for a variety of corporate organizations in Pakistan. ✓ Assisting Senior Manager, Development & Public Relations in donor communication and events ✓ Other duties as assigned |

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| REQUIRED JOB SPECIFICATIONS | |
| Required Qualification | ✓ Master's degree in Business or other relevant degree from a reputable institution or a mixture of required skills and experience. |
| Required Experience | ✓ 3-4 years sales/resource generation experience preferred with a proven record of accomplishment. |

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| REQUIRED JOB COMPETENCIES (Technical and Soft Skills) | | |
| <i>S#</i> | <i>Competency</i> | <i>Criticality (High / Low / Medium)</i> |
| 1. | Writing Skills | High |
| 2. | Organizational Skills | Medium |
| 3. | Communication Skills | High |
| 4. | Presentation Skills | High |
| 5. | Flexibility | High |