



Job Description

Position Title	Manager, Resource Development
Department	Office of Resource Development
Reporting To	President's Chief of Staff and Director of Global Engagement
Date	November, 2017
Type of Position	Full Time

POSITION DESCRIPTION

This Manager of Resource Development serves as the chief fundraising strategist for Habib University and is responsible for all aspects of resource development including the development and execution of workplace giving, major gifts, corporate relations, planned giving and raising funds for the University. He/She will build and maintain constituent relationships; develop and execute growth of funds, formulate retention and acquisition strategies for a portfolio of accounts; plan and coordinate engagement opportunities, including the planning and implementation of annual fundraising campaigns.

DUTIES AND RESPONSIBILITIES

Fundraising

- ✓ Designs, implements and manages all fundraising activities including individual giving, endowment development, donor policies & procedures and other related solicitations.
- ✓ Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with corporate, institutional and individual donors and donor organizations including alumni and parents. Manages all strategies and activities for donor cultivation, solicitation, and relations.
- ✓ Investigates grant opportunities to support existing and new programs and services for Habib University and also monitors grant and contract activities at the University.
- ✓ Manages and maintains a portfolio of major gift donors that will be evaluated on an ongoing basis.
- ✓ Represents Habib University in local and regional fundraising conferences/ seminars and at corporate functions that may directly or indirectly benefit the fundraising program.
- ✓ Works closely with businesses, organizations and agencies to build partnerships beyond financial assistance.
- ✓ Formulates, determines, and effectuates fundraising strategies and donor policies and procedures.
- ✓ Develop donor materials including: donor perspective videos, written and visual case statements, giving website, donor reports, institutional newsletters, donor recognition material

Donor Management and Relationship Building

- ✓ Cultivates relationships with all past, current and potential donors with a view to secure their on-going or future support for the University and its initiatives, either financially or by warm endorsement to others.
- ✓ Approaches, and supervises approaches to, grant making trusts and foundations and companies including producing written proposals and applications, providing update reports and making face-to-face presentations when necessary.
- ✓ Ensures effective research strategies to identify future potential donors for the University's programs.
- ✓ Entertains current and prospective donors by inviting them to the University as appropriate.
- ✓ Develop a stewardship and recognition strategy to ensure that appropriate recognition and appreciation has been given to donors and legacy pledgers and to keep them informed of University developments and the impact of their gifts.
- ✓ Ensure that accurate records of all donations, pledges, gifts and tax benefits are maintained, in collaboration with the University's Finance Division.

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Programmatic Development

- ✓ Leads a team in researching, developing, and publishing the Grants Guide.
- ✓ Conducts occasional workshop training in the area of fundraising.
- ✓ Preparing communication material for potential donors in collaboration with the Marketing and communications department

Operational Development

- ✓ Develops and implements comprehensive policies for the Resource Development office.
- ✓ Creates office systems to support all development projects and operations.
- ✓ Supervises donor and gift record-keeping.
- ✓ Ensures timely reporting of activities and utilization of funds to respective donors.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ Master's degree from an accredited institution. ✓ Any other specific qualification like, certification etc.
Required Experience	<ul style="list-style-type: none"> ✓ 5 years of minimum experience in organization, planning, directing and budgeting of programs along with demonstrated capability with non-profile agencies.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication Skills (Verbal and Written)	High
2.	Leadership and Management	High
3.	Problem Solving and Decision Making	High
4.	Presentation Skills	High
5.	MS Office	Medium
6.	Business Acumen	High
7.	Relationship Management	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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