

Job Description

Position Title	Senior Officer, Resource Development
Department	Office of Resource Development
Reporting To	Senior Manager, Development & Public Relations
Date	March 2017
Type of Position	Regular

**POSITION DESCRIPTION**

The incumbent will be responsible for maintaining donor records, doing follow-ups on pledges, facilitate donor communications, organize donor events and assist in other development activities. The position holder will assist the senior members in establishing and retaining corporate relationships and work on initiatives to generate funds for Habib University.

**DUTIES AND RESPONSIBILITIES**

The candidate will be responsible for:

- Maintaining and building a donor database.
- Researching multiple avenues for fund raising for Habib University.
- Helping in sustaining a steady stream of donor related activities such as visits.
- Serving as a resource for statistics and data, related to donations to HU and within Pakistan.
- Participating in communication and development activities.
- Playing a key role in donor communication and events.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>• Bachelor degree in Business or other relevant degree from a reputable institution or a mixture of required skills and experience.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>• 1-2 years sales/resource generation experience preferred with a proven track record of success.</li> </ul>

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Writing Skills	High
2.	Organizational Skills	High
3.	Communication Skills	High
4.	Flexibility	High