



### Job Description

Position Title	Deputy Manager, Resource Development
Department	Office of Resource Development
Reporting To	Senior Manager – Resource Development
Type of Position	Full Time

#### **POSITION DESCRIPTION**

The incumbent will be responsible in making and deepening relationship with existing donors and assisting team in cultivation of potential donors, maintaining donor records, leading donor events and other development activities.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Developing and sustaining a steady stream of donor related activities as part of the **Donor Engagement plan** such events, visits, progress reports, donor recognition etc.
- ✓ Playing a key role in donor/prospect communication / Participating in communication and development activities
- ✓ Day to day donor task management/timely updates to donors
- ✓ Creating presentations for private and corporate donors /potential donors
- ✓ Serving as a resource for statistics and data related to donations to HU
- ✓ Developing resources and helping write proposals, letters, progress reports etc.
- ✓ Assistance/planning in creation of marketing/digital material for donors
- ✓ Event management (planning and execution, presence in specified events)
- ✓ Administrator to Donor Management System
- ✓ Liaison with Finance department for funds reconciliation
- ✓ Interdepartmental communication
- ✓ Maintaining SOPS of the department and updating when required
- ✓ Working closely with the foundation
- ✓ Other duties as assigned

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Master's/Bachelor's degree in Business or other relevant degree from a reputable institution or a mixture of required skills and experience.
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><li>✓ Excellent writing, organizational, and communication skills.</li><li>✓ Ability to perform in spite of flexibility in work schedule</li><li>✓ Proven ability of taking initiatives to a successful conclusion</li><li>✓ Excellent presentation skills</li><li>✓ Ability to work with tight deadlines and deliver credible results on time</li><li>✓ Good Analytical Skills</li><li>✓ Excellent in Microsoft Excel, PowerPoint, Word and Presentation creation software (prezi, visio etc.)</li></ul>