



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

#### POSITION DESCRIPTION

The incumbent will be responsible to assist RD team in administrative tasks. He/she will assist team in maintaining donor records, assist in organizing events, ensuring timely management of donor and interdepartmental communication and other development activities.

#### DUTIES AND RESPONSIBILITIES

- ✓ Day to day donor task management
- ✓ Updating Donor Management System (DMS)
  - Once financial information is received/validated
  - New donor/constituent creation
  - Updating donor information as per SOP
  - Generating reports (pledges due, proposals due, pending tasks, Funds Follow-up)
- ✓ Maintaining Resource Development & Donor Archive
- ✓ Dispatching letters, ecards, calendars, donor material etc. on time
- ✓ Processing requisitions and following up with departments on approval of new initiatives
- ✓ Assistance in events
  - Processing letters/invites
  - Mail merge
  - Processing tags
  - RSVP if required
  - Presence in specified events
  - Making sure support is available during each event
- ✓ Ensuring timely Donor Recognition
- ✓ Interdepartmental communication
- ✓ Working closely with the foundation
- ✓ Other duties as assigned

#### REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ BA/BCOM
Required Experience	<ul style="list-style-type: none"><li>✓ 1-2 years' experience in administrative department</li><li>✓ Excellent interpersonal skills</li><li>✓ Ability to perform in spite of flexibility in work schedule</li><li>✓ Ability to work with tight deadlines and deliver credible results on time</li><li>✓ Good in Microsoft Excel, PowerPoint, Word</li></ul>