



## JOB DESCRIPTION

Position Title	Assistant Director – Institutional Development
Department	Office of the President
Reporting To	President’s Chief of Staff and Director of Global Engagement/ Director of Resource Development
Type of Position	Regular

### POSITION DESCRIPTION

The Assistant Director will be responsible for crafting customized and audience focused grants/ fundraising proposals. This role requires the individual to understand the mission, purpose, value of Habib University and have deep knowledge of the institution’s intellectual experience, financial model and the nature of philanthropic giving globally. The individual will work closely with office of resource development and office of marketing and communications to imagine, create and produce a variety of material (written and visual) to inspire donors to make gifts towards Habib University. This includes development writing for areas such as annual giving and endowed gifts, utilizing journalism-like features and storytelling. The individual also helps manage projects from conception to completion by interacting frequently with communications colleagues, internal partners, external constituents, faculty, students, and donors. This position will work closely with the President to effectively translate the vision of the institution into an inspirational fundraising pitch. The position is housed in office of the President.

### DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the position include, but are not limited to:

- ✓ Research, write and edit fundraising pitch/case statements/ proposals aimed towards acquiring funding for key product areas of resource development.
- ✓ Continuously research and have access to data on philanthropic trends globally, and specifically giving trends in higher education.
- ✓ Conduct research and organize /have access to data on changing nature of higher education in Pakistan and globally.
- ✓ Collaborate with fundraising colleagues (local and global) to conceptualize and execute projects, and provide proposal/pitch development support.
- ✓ Create content and story library to support fundraising projects.
- ✓ Interact frequently with students, donors, and other outside constituents to complete research and project deliverables.
- ✓ Proofread and provide editorial suggestions on collateral produced by colleagues. Make changes and edits to existing pieces, often incorporating changes from multiple parties simultaneously.
- ✓ Employ strong storytelling and development-writing principles.
- ✓ Schedule, manage, and conduct interviews with internal and external constituents.
- ✓ Work with numerous campus partners to meet tight deadlines.
- ✓ Maintain a professional, amiable, and gracious attitude in all public interactions.

### REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A graduate degree from a reputable and recognized university
Required Experience	✓ Minimum 5 years of experience in a relevant senior role. ✓ Preference will be given to those who have worked at USAID, DFID, AKF or any other development organization.

<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Non-profit and Development Writing	High
2.	Verbal and written communication	High
3.	Attention to detail	High
4.	Ability to write and edit compelling, clear, and accurate content	High
5.	Ability to change writing style, voice, length, and tone to satisfy different objective	High
6.	Knowledge of communications and marketing best practices	High
7.	Skilled in matching language with visuals to create appealing products (proposals and presentations)	High
8.	Microsoft Office	High
9.	Multi-tasking Skills	High
10.	Relationship Management	High
11.	Working Independently	High
12.	Story Telling Skills	High
13.	Research Skills	High
14.	Presentation Skills	High