Job Description

Position Title	**Manager, Resource Development**
Department	Resource Development
Reporting To	Assistant Director RD
Type of Position	

POSITION DESCRIPTION

Donor Outreach and Engagement Manager needed in RD to support in developing the local RD portfolio of Habib University.

DUTIES AND RESPONSIBILITIES

1. Donor Relationship Management:
   - Cultivate and maintain strong, long-term relationships with existing donors to ensure their continued support and satisfaction.
   - Develop personalized engagement strategies to deepen relationships and increase donor retention.

2. New Donor Engagement:
   - Identify and research potential donors, including individuals, corporations, and foundations, aligned with the university's mission and goals.
   - Develop and implement strategic engagement plans to attract and secure new donors.
   - Organize and lead donor meetings, presentations, and campus tours to showcase the impact of their contributions.

3. Fundraising Expertise:
   - Design and execute fundraising campaigns, events, and initiatives to meet or exceed resource development targets.
   - Collaborate with the marketing and communications teams to develop compelling proposals, presentations, and collateral materials.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Bachelor's degree in Business Administration, Marketing, Communications, or a related field; a Master's degree is preferred.
Required Experience	- Minimum of 3 to 5 years of experience in fundraising, donor relations, or a related field, preferably within the education or non-profit sector. - Proven expertise in managing donor relationships and securing significant funding. - Exceptional communication, negotiation, and interpersonal skills, with the ability to engage and inspire diverse stakeholders. - Strong organizational and project management skills, with the ability to handle multiple priorities and meet deadlines.

Revision Date	September 2024	Version	

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department