



JOB DESCRIPTION

Position Title	Assistant Manager, Resource Development
Department	Resource Development
Reporting To	Senior Manager, Resource Development
Type of Position	Regular – Full time

POSITION DESCRIPTION

We are seeking a dedicated and detail-oriented Assistant Manager to support our RD Programs within the Global Resource Development Team. This role involves significant prospect research, data management, donor stewardship, and event coordination. The Assistant Manager will work closely with the Prospect Researcher and the Donor Services Team, reporting to the Senior Manager and assisting in the implementation of programs, proposals, and events.

DUTIES AND RESPONSIBILITIES

1. Fundraising

Assist in drafting and refining proposals and communications for Resource Development (RD) programs. Collaborate with the Prospect Researcher and Donor Services Team to enhance donor outreach strategies and identify new funding opportunities. Manage the virtual donor journey alongside the Senior Manager, with a focus on monitoring and improving digital engagements. Support donor stewardship initiatives to maintain and deepen relationships, both in-person and virtually. Coordinate and manage logistics for fundraising events and donor gatherings, both in-person and virtual.

2. Engagements

Organize virtual engagement programs, including webinars, online events, and informational sessions, to foster meaningful donor connections. Work closely with the HOAP team to ensure effective content dissemination across relevant channels. Develop innovative approaches to engage diverse donor demographics through creative digital campaigns and events.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> Bachelor's degree in Business Administration, Communications, Nonprofit Management, or a related field.
Required Experience	<ul style="list-style-type: none"> Minimum of 2-3 years of experience in a similar role. Strong research and analytical skills, with attention to detail and experience in prospect research. Proficiency in data management and familiarity with CRM systems. Excellent organizational and event management abilities. Effective communication skills and the ability to work collaboratively in a team environment. A proactive approach to problem-solving and the ability to handle multiple projects simultaneously.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1	Strategic Thinking	High
2	Leadership Skills	High
3	Decision Making Skills	High
4	Financial Management	Medium
5	Communications Skills	High
6.	Attention to Details	High