

### **Job Description**

<b>Position Title</b>	Senior Manager, Resource Development
<b>Department</b>	Resource Development
<b>Reporting To</b>	Director, Resource Development
<b>Type of Position</b>	Full-Time

#### **POSITION DESCRIPTION**

The Senior Manager, Resource Development is a strategic leadership role responsible for designing, managing, and executing fundraising programs that ensure the long-term sustainability and growth of the institution. This role will lead efforts to cultivate relationships with high-net-worth individuals, foundations, and corporations—locally and globally—to secure philanthropic support through major gifts, endowments, and strategic partnerships. The position requires strong communication, relationship management, and storytelling skills, as well as the ability to translate institutional priorities into compelling donor engagement opportunities.

#### **DUTIES AND RESPONSIBILITIES**

##### **Fundraising Strategy & Execution**

- Design and implement comprehensive fundraising strategies aligned with the institution's mission and annual goals.
- Lead major gift solicitations, including endowment and capital campaigns.
- Identify, cultivate, and steward a portfolio of key individual, corporate, and institutional donors.
- Support leadership and board members in donor engagement and solicitation efforts.

##### **Donor Stewardship & Relationship Management**

- Develop personalized stewardship plans for major donors and partners.
- Oversee donor communications, proposals, and impact reports in collaboration with content and design teams.
- Maintain regular contact with donors through meetings, events, calls, and written updates.

##### **Campaign Development**

- Lead planning and execution of thematic and program-based campaigns (e.g. Annual Giving, Access & Opportunity, Legacy Giving).
- Collaborate with Marketing & Communications to ensure high-impact digital and print materials for campaigns.

##### **Research & Prospecting**

- Conduct ongoing research to identify new donor prospects across geographies.
- Analyze giving trends, philanthropic interests, and capacity to inform tailored engagement strategies.

##### **Events & Community Engagement**

- Support the planning and execution of donor events, including intimate briefings, large-scale galas, and naming ceremonies.
- Serve as a liaison with community champions, alumni, and volunteers supporting fundraising efforts.

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**Team Leadership & Collaboration**

- Mentor junior team members, ensuring effective work planning, coordination, and capacity building.
- Collaborate with the President's Office, Finance, Academic Programs, and other internal stakeholders to align fundraising with institutional priorities.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Bachelor's degree in management or relevant social science disciplines. Master's degree will be preferred.
Required Experience	✓ At least 2-3 years of relevant work experience ✓ Familiarity with fundraising CRMs (e.g. Salesforce, Raiser's Edge). ✓ Cross-cultural communication experience, especially with diaspora and global philanthropic communities. ✓ Passion for education, equity, and institutional development.

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Ability to work independently and manage multiple assignments simultaneously.	High
2.	Excellent written and oral communication skills.	High
3.	Experience in conducting research, particularly data collection and analysis.	High
4.	Ability to work independently and manage multiple assignments simultaneously.	High

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

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