

Associate Outreach

Friends of KDSP



Responsibilities:

1. Donor Management

- i. Managing donor database:
 - Consolidating donor records/information from all modes of payment (bank account, PayPal, matching platforms, etc.)
 - Developing and updating donor profiles/records.
 - Issuing receipts, thank you notes, etc.
- ii. Liaising with Pakistan team and Friends of KDSP and KDSP Board of Directors to:
 - Generate donor reports.
 - Support/develop/manage Friends of KDSP fundraising events/campaigns (end-to-end collateral/design/content development/etc.).
- iii. Donor engagement, including but not limited to:
 - Digital: Email, text, social media, etc.
 - On-ground: Facilitating meetings, sending gifts/tokens of appreciation, etc.

2. Marketing/Communications

- i. Social media management (calendar, content, scheduling).
- ii. Email marketing
- iii. Updating/managing Friends of KDSP website.
- iv. Basic graphic designing

3. Coordination with Friends of KDSP Management, Board of Directors & Chapters

- i. Coordination with Friends of KDSP Management and Board of Directors.
- ii. Coordination between Friends of KDSP Board and Chapters in different cities.
- iii. Taking and following up on minutes in relevant meetings.

4. Any other task required by Friends of KDSP.

Requirements:

- Minimum Bachelor's degree in Business Administration/Social Sciences or relevant degree from an HEC recognized institution.
- 01-02 year(s) of relevant work experience.
- Excellent verbal, written communication, organizing and interpersonal skills.
- Must possess and 'can-do' approach and ability to take initiative.
- Basic graphic designing (Photoshop & Illustrator) skills.
- May be required to travel.

Note: This is a third-party (Friends of KDSP) hiring.

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



www.kdsp.org.pk



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