

ASSOCIATE RESOURCE MOBILIZATION



Role Description:

The incumbent will be working closely with Senior Manager Resource Mobilization and the team to support the execution of Fundraising and Donor Relations efforts by ensuring timely acknowledgements of all kinds of Donations, record-keeping and Donor reporting. The incumbent will also be providing support in events, campaigns and research to support KDSP's Fundraising efforts.

Responsibilities:

- Data management
- Facilitate in organizing events and campaigns for Fundraising
- Develop proposals, presentations, and other Donor-centric material for pitching to individuals and organizations
- Research about relevant grant opportunities and write grant applications
- Ensure generation of receipts and acknowledgement letters, maintain records in the Donor database, and reconcile records with Finance team
- Support the development of Donor reporting including but not limited to those required for grant bodies, Corporate Donors, Resource Committee, Board and other essential stakeholders
- Work closely with the Finance department to ensure that data is being recorded correctly
- Any other task assigned by the supervisor

Requirements:

- Minimum Bachelor's Degree in Business Administration or Marketing/Sales from an HEC recognized institution
- Fresh Graduate or 01 year of work experience in a relevant field or sector
- Must possess an engaging personality with the confidence to represent the organization and the can-do attitude, demonstrating initiative
- Proficient using Microsoft Office, databases and systems and social media.
- Highly organized, responsible, and punctual
- Demonstrated ability to think and work well independently and as part of a team
- Ability to multitask, identify priorities and meet deadlines.

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

Please mention the position title in the subject line.



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