

# Deputy Manager Resource Mobilization



Karachi Down Syndrome Program

A company set up under section 42 of the Companies Ordinance, 1984.

## Responsibilities:

- Develop an annual Resource Mobilization Budget and Plan/Calendar, inclusive of both aspects – Fundraising and Donor Relations
- Develop, update and implement Resource Mobilization SOPs
- Fundraising
  - Lead Events and Campaigns to generate funds
  - Conduct detailed research to generate prospects and secure support from new Donors (individuals and Corporates)
  - Retain existing Donors through relevant means
  - Develop and update Fundraising tools (proposals, presentations etc.) for current and potential Donors (individuals and Corporates)
  - Create and manage an Endowment fund
  - Research about relevant Grant opportunities (local and foreign) and write Grant applications
- Donor Relations
  - Ensure maintenance and updating of Donor database records
  - Ensure all Fundraising transactions are acknowledged appropriately
  - Ensure timely reporting to all Donors including corporate Donors, individual Donors, Grant bodies etc. as well as internal stakeholders (Resource Committee and Board of Directors)
  - Develop and implement a Donor engagement plan for all Donors
  - Develop and conduct a Donor satisfaction survey
- Any other task as assigned by the Management.

## Requirements:

- Minimum Bachelor's Degree in Business Administration or Marketing/Sales from an HEC recognized institution
- Minimum 2-3 years 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, manage pressure and meet deadlines.

To apply, please email your CV at [jobs@kdsp.org.pk](mailto:jobs@kdsp.org.pk). Please mention the position title in the subject line.



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