

# Deputy Manager Resource Mobilization



## 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.
- 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).
- Research about relevant Grant opportunities and write Grant applications.
- 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 disseminate donor-centric publications via suitable means.
- Develop and conduct a Donor satisfaction survey.
- Any other task as assigned by the senior management.

## Requirements:

- Minimum Bachelor's Degree in Business Administration or Marketing/Sales from an HEC recognized institution.
- Minimum 2-4 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)**  
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