

# Head of Operations

## Karachi



The incumbent will be responsible for the operational management and planning, including administration, IT, finance, external engagement, Resource Mobilization, and HR. The individual will develop the strategic roadmap for internal operations, to increase organizational efficiency and ensure scalability of operations, as per the goals of the organization. The Head of Operations will work very closely with the Program Managers and other department heads to ensure a smooth flow between programmatic and operational functions. The incumbent will be required to overlook other aspects of the departments/organization, if and when required.

### Responsibilities:

- Identify fundraising opportunities from the existing and potential activities being undertaken by KDSP.
- Guide teams and develop strategies for raising donations.
- Overlook the annual fundraising budget and calendar for the year.
- Plan and execute fundraising events, including, but not limited to, managing budget, invitations, sponsorships, and event collateral and event logistics.
- Grant Management: research and apply for local and international grant opportunities.
- Overlook recording and maintenance for, and follow through, all donation and sponsorship transactions.
- Lead and manage managers to design, implement and evaluate innovative and special projects aligned with KDSP's mission and objectives.
- Define and establish systems and procedures to maintain administrative and legal records of the organization's work, for legal compliance.
- Provide support to all staff through mobility, office resourcing, and effective back office.
- Design and overlook implementation of administrative policies across all offices.
- Supervise the financial practices of the organization as per designated policies.
- Oversee the planning, development and delivery of KDSP's external engagements, including communications and external relations.

### Requirements:

- Master's degree in Social Sciences or Management (preferred).
- 8-10 years of work experience in the social development sector (preferred).
- Excellent written and verbal communication skills.
- Excellent analytical, team leadership, and interpersonal skills.

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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Plot 41/E, 1, Block 6,  
PECHS, Karachi



021-34315377, 021-34395377,  
0334-3355377