ACCOUNT EXECUTIVE – RESOURCE MOBILIZATION

Key Responsibilities: Building and managing a portfolio of donors along with planning, developing, and delivering proposals for soliciting donations. Keeping the Donors updated with current happenings via reports and different communication channels.

Profile Benchmarks

<table>
<thead>
<tr>
<th>Minimum Qualification</th>
<th>BBA/MBA (Finance/Marketing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Required</td>
<td>Fresh ; preferably 1-2 years of customer services/relationship management experience</td>
</tr>
<tr>
<td>Age</td>
<td>22 years or above</td>
</tr>
</tbody>
</table>
| Knowledge and Skills   | • Excellent communication and interpersonal skills  
                          • Strong command over English and Urdu.  
                          • Proficiency in using MS Office  
                          • Ability to analyze and interpret financial data/Number crunching |

ASSISTANT MANAGER ALUMNI – VOLUNTEERS & ALUMNI

Key Responsibilities: Manage communication and provide assistance to matriculating TCF students for scholarships for higher education, vocational training and job opportunities. Responsible for counseling students for making education/professional decisions.

Profile Benchmarks

<table>
<thead>
<tr>
<th>Minimum Qualification</th>
<th>BS (Social Sciences)/BBA/MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Required</td>
<td>Fresh ; preferably 1 year of experience</td>
</tr>
<tr>
<td>Age</td>
<td>22 years or above</td>
</tr>
</tbody>
</table>
| Knowledge and Skills   | • Proficient in MS Office especially MS-Excel & PowerPoint  
                          • Strong communication, negotiation, persuasion and interpersonal skills  
                          • Analytical ability and organizational skills  
                          • Strong command over English and Urdu |

Interested candidates can email their resumes to jobs@thecitizensfoundation.org with a cc to zainab.salahuddin@thecitizensfoundation.org and cdc@iba.edu.pk

Kindly mention the name of the position in the subject line.

Career Development Centre
IBA, Main Campus, University Road, Karachi 75270
Phone #: Phone #: 021-38104701 (1177 & 1176)
Email: tjabeen@iba.edu.pk