

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR

Institute Development Office

Role of IDO:

The role of the Institute's Development Office is to secure financial support for the Institute. The Development Office works in partnership with academic and development colleagues throughout the Institute to build enduring relationships with external constituencies and to increase financial support for agreed academic priorities.

1. Assistant Manager Institute Development Office

Assistant Manager Institute development office (AM IDO) is the professional in charge of Institute's fundraising efforts, also referred to as "development activities." The (AM IDO) typically works for Institute based in Peshawar.

Job description of Institute Development Officer:

- Ensure that the institution receives sufficient funds for strengthening the existing Institute's Development Endowment Fund.
- Plan, organize, implement, and evaluate all fundraising activities, including fundraising galas, social media awareness campaigns and direct mail campaigns.
- Attend fundraising events to ensure they proceed as planned.
- Identify and reach out to potential donors to encourage them to make contributions.
- Cultivate relationships with past donors, ensuring that they are engaged in the organization's mission and encouraged to make additional contributions.
- Find grant opportunities, write grant proposals and present them to the prospective donors.
- Preparing and submitting prescribed reports to the donors, Director/Board of Governors and the Higher Education Commission.
- Identifying and marketing various Institutional facilities & professional services for fund raising.
- Perform any other lawful duty assigned by the competent authority.

Skills Required:

- Proficiency with Microsoft Excel & Word.
- Excellent written and verbal communication skills.
- Ability to work independently with little supervision

2. Assistant Accounts Officer

The role of Accounts officer is to support and assist his Assistant Manager IDO in managing the affairs of the IDO office based at IMSciences, Peshawar.

Job description of Assistant Accounts Officer

- Prepares grant applications and fundraising proposals under the supervision of Assistant Manager IDO;
- Modify applications and project proposals to conform to grant requirements when necessary
- Support his/her Incharge in managing the affairs of the endowment fund established under IDO.
- Bookkeeping of the fund.
- Preparing periodic reconciliations and reports.
- Communicating with donors regarding grants/donations.
- Jointly presents proposals with the Assistant Manager Development Office.
- Assists the Incharge Development Office with public fundraising drives.
- Performs other related duties as assigned.

Skills Required

- Proficiency with Microsoft Excel & Word.
- Excellent written and verbal communication skills.
- Ability to work as a team member.