

**Post Code:** WR-AMFR-0725

**Post Title:** Assistant Manager – Fundraising

**Location:** Lahore, Pakistan

**Position Type:** Full-time | In-Office

### **Position Summary:**

We are seeking a **motivated and resourceful Assistant Manager – Fundraising** to support the planning and execution of fundraising strategies. The ideal candidate will play a key role in securing funding, building donor relationships, and organizing campaigns that fuel our women-centric initiatives.

### **Key Responsibilities:**

- Assist in developing and implementing fundraising plans and donor engagement strategies.
- Support proposal writing and grant applications for local and international donors.
- Research funding opportunities and maintain a pipeline of potential donors.
- Organize fundraising events, donor meetings, and community engagement activities.
- Maintain donor databases and contribute to reporting and documentation.
- Collaborate with the communications team to design fundraising campaigns and digital outreach.

### **Qualifications & Skills:**

- Bachelor's or Master's degree in Development Studies, Business, Communications, or a related field.
- Minimum **2-3 years of experience** in fundraising, donor coordination, or NGO resource mobilization.
- Strong writing, communication, and presentation skills.
- Good organizational skills and attention to detail.
- Familiarity with women's rights or nonprofit work will be an added advantage.

### **What We Offer:**

- A purpose-driven work environment.

- Opportunities to learn and grow in the development sector.
- Competitive compensation package.
- Direct impact on programs that uplift women and communities.

### **How to Apply:**

Send your CV and a brief cover letter mentioning **Post Code: WR-AMFR-0725** in the subject line to:

✉ **hr@whiteribbon.org.pk**

Shortlisted candidates will be contacted for interviews.