

**Job Profile**

Title	Assistant Manager Fundraising/Grants
Organization	Transparency International Pakistan
Nature of Vacancy	Full-time
Reporting to	Executive Director
Location (city)	Karachi

**Job Summary:**

Transparency International Pakistan (TI Pakistan) is seeking an experienced and motivated individual for the position of Assistant Manager Fundraising/Grants. The successful candidate will play a pivotal role in building strategic alliances, mobilizing resources, and expanding the organization's fundraising efforts to support programming goals.

The incumbent will undertake the following responsibilities.

**Job Responsibilities:**

- Develop and implement a comprehensive fundraising and donor engagement strategy aligned with TI Pakistan's strategic priorities and vision.
- Identify, engage, and cultivate new partnerships with bilateral/multilateral donors, international NGOs, foundations, and corporate entities and business sector.
- Prepare compelling funding proposals, donor reports, concept notes, and grant applications.
- Maintain a donor database and ensure timely communications with variety of potential funding agencies.
- Liaise with programme teams to ensure fundraising efforts align with operational needs and advocacy priorities.
- Design proposals for variety of training programs for different groups based on TI Pakistan strategic priorities.
- Organize donor visits, fundraising events, and partners engagement campaigns.
- Monitor funding trends and keep abreast of developments in the donor landscape in Pakistan and globally.

**Required Skills and Qualifications:**Qualification and Experience:

- Master's degree in Development Studies, Business Administration, Social Sciences, Public Policy, Liberal Arts or a related field.
- Minimum 3-4 years of experience in grants and partnerships preferably in the development sector organization.

Skills:

- Proven track record in securing grants, supporting and managing donor portfolios.
- Strong proposal writing, budgeting, and reporting skills.
- Excellent interpersonal and communication abilities.
- Creative and Strategic thinking and ability to identify new funding opportunities.
- Proficiency in MS Office
- Ability to work under pressure and manage multiple priorities and deadlines

Please send your CV to [Comms@transparency.org.pk](mailto:Comms@transparency.org.pk) with the subject line: Assistant Manager Fundraising/Grants by Sunday September 14, 2025.