

## Job Description | Officer, Fundraising and Donor Relations, NUTM Scholars Program

### About Nigerian University of Technology and Management

The **Nigerian University of Technology and Management (NUTM)** is a pioneering higher education initiative to identify and train the next generation of leaders in technology and management for Africa.

NUTM will strive for excellence in technology and management and become a hub for best-in-class learning and research. It will focus on areas in Science, Technology, Engineering, Mathematics, and Management in its academic offerings at the undergraduate, postgraduate, and doctoral levels. In the next 10 years, NUTM aspires to be among the top five universities in Africa, and the best in Nigeria.

### About NUTM Scholars Program

The **NUTM Scholars Program (NSP)** is a one-year full-time interdisciplinary postgraduate program in Technology, Entrepreneurship and Design. During the program, Scholars will learn and study concepts in technology, entrepreneurship and design, management and leadership. The NSP intends to groom stellar young leaders from a diverse range of backgrounds across Africa to be change agents for the region and the world.

### About the role

We are offering a unique opportunity to build an institution that will significantly impact higher education in Nigeria and Africa. This role has immense potential to evolve, as the University grows.

### Responsibilities

1. Support all fundraising initiatives and manage donor relations, including assisting with all phases of planning and execution of fundraising strategies
2. Develop and drive fundraising and donor engagement activities including campaigns, seminars, and other awareness programs.
3. Provide administrative support as required including preparing grant proposals, donor response letters, quarterly newsletters, and maintaining accurate records
4. Manage relationships with existing donors, and assist in establishing new links with like-minded organizations and individuals willing to lend support to the initiative
5. Monitor donor funds and submit accurate periodic reports against key donor metrics
6. Assist in developing quarterly milestones to meet fundraising targets
7. Manage the production and deployment of all fundraising collateral for various channels to ensure smooth and efficient communication with key stakeholders
8. Work with fund administration teams to manage donor requests
9. Monitor all donor budgets and effectively manage variances
10. Support with any other tasks as may be required

### Preferred Qualifications

1. A good first degree in a social science or related subject.
2. Minimum 2 years' experience in fundraising, donor relations or similar role

### Functional Competencies

1. Demonstrated ability to manage complex administrative processes
2. Experience with managing diverse stakeholders including C-suite executives
3. Strong oral, interpersonal, writing and presentation skills

4. Strong work ethic, problem-solving, drive, energy with a result-oriented mindset
5. Able to work in a start-up environment
6. Able to work effectively both independently and as part of a team

### **Compensation**

Competitive salary package

### **How to apply**

e-mail your CV and cover letter to [hr@nutmng.org](mailto:hr@nutmng.org)