Job Announcement

DIRECTOR OF DEVELOPMENT

Introduction
American University of Afghanistan is a blooming organization that has succeeded in establishing itself physically and maintaining operations since 2006, primarily by building a solid foundation for curriculum, academic departments, and support departments to meet the students’ needs.

Background
The department of development will focus on three primary areas:
1. Raise money through various avenues of funding
2. Engage the local community and build relationships with local & international government entities, private sector partners, and associated organizations
3. Engage with individuals and donors on a regular basis to harness strong long-lasting relationships.

Scope of Work
The Development Department must diversify funding for AUAF and performing outreach activities to expand the university’s presence locally and internationally. This includes:

a. Identify and apply for grants for capital and non-capital programs.
b. Seek in-kind donations from public & private partnerships both locally and internationally.
c. Host outreach and fundraising events locally and regionally at least once every quarter.
d. Engage in marketing opportunities and speaking engagements to highlight the university, its programs and needs locally and regionally.
e. Engage with diplomatic missions, private sector, NGO’s and development agencies locally, regionally, and internationally for partnership opportunities, particularly for the International Campus.
f. Facilitate in working with other relevant departments to establish new degree programs, engaging on specialized cohorts with various stakeholders and/or donors, and other various certification-level training programs.
g. Seek and engage with entities for scholarship and internship opportunities for students.
h. Solicit and engage with entities for the purpose of establishing an endowment fund.
i. Diversify tools utilized for soliciting funds and conducting outreach to constituents, prospective donors, and partners.
j. Collaborate with the Friends of the American University of Afghanistan office in Washington D.C. for events, public relation engagement, and other opportunities to highlight AUAF.

Qualifications
1. Excellent written and oral English communication skills.
2. Minimum bachelor’s degree in business administration, ideally in marketing, management, or related fields. Master’s degree recommended.
3. Strong business and creative writing skills with a high level of attention to details.
4. Strong public speaking and interpersonal relation skills. Must be able to engage and interact with a wide spectrum of people both internally and externally.
5. Ability to work collaboratively with other departments.
6. Strong management skills.
7. Strong time-management skills with a successful record of meeting deadlines under pressure.
8. Person of Afghan descent preferred.

Interested candidates should submit a cover letter, CV, a list of three professional references and one writing sample to jobs@auaf.edu.af no later than May 16th for consideration. Please write “Director of Development” in the subject line of your email.