

Job Description	
Job Profile	
Job Title	Deputy Manager - Global Partnerships
Grade	JG - 6
Reporting to	Senior Manager Global Partnerships
Job Location	Head Office, Karachi
Function/ Department	Global Partnerships
Expected Travel	Rare
Job Summary	
<p>The Deputy Manager, Global Partnerships will support the day-to-day management of grants and partnerships with foundations and high net worth individuals. It will require assisting in grant administration, reporting, and donor stewardship activities. This includes coordinating proposal submissions, tracking grant deliverables and deadlines, maintaining accurate documentation, producing narrative & financial reports and supporting partner communications. The role requires strong attention to detail, organizational skills, and the ability to collaborate across teams to ensure effective grant implementation and compliance. The Deputy Manager will play a key role in maintaining partner confidence through timely, high-quality support and documentation.</p>	
Profile Benchmarks	
Minimum Qualification	Master's or Bachelor's degree in Business, International Relations, Development Studies, or related field.
Experience Required	At least 3 years of experience in partnership/grant management, fundraising, or international or business development.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong written and verbal communication skills, with a solid command of English language. • Demonstrated experience in proposal or report writing, including budget management. • Proficient research skills to support donor intelligence and partnership development. • Competency in Microsoft Excel and spreadsheet management for funds & data tracking and analysis. • Ability to work effectively under pressure and manage tight deadlines with strong time management. • Capable of working independently while contributing positively to a collaborative team environment. • Skilled at managing and prioritizing multiple tasks and deadlines. • High attention to detail and commitment to delivering quality outputs. • Eagerness to learn and adapt in a dynamic, fast-paced work environment.
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Job Responsibilities	<ul style="list-style-type: none"> • Grant Support & Administration: Assist in the preparation and submission of grant proposals, budgets, and reports, ensuring compliance with donor requirements and internal processes. • Donor Stewardship: Support timely and accurate donor communications, updates, and reports to maintain strong partner relationships. • Documentation & Record Keeping: Maintain up-to-date records of proposals, grant agreements, deliverables, and reporting timelines using internal systems and trackers. • Cross-functional Coordination: Collaborate with program, finance, and communications teams to gather inputs for proposals and reports, ensuring consistency and accuracy. • Monitoring & Tracking: Track grant deliverables and deadlines, flag upcoming requirements, and support internal monitoring and evaluation processes.

Applications Deadline:	
Apply at:	
Expected Joining Date	ASAP
Company Profile or Website:	https://www.tcf.org.pk