

Job Vacancy
Regional Organizer
The Citizens Foundation-USA (TCF-USA)

About TCF-USA and The Citizens Foundation (“TCF”)

The Citizens Foundation, USA (“TCF-USA”) is a USA based non-profit that builds and supports education programs for underprivileged children in Pakistan. Currently TCF-USA supports the education of over 60,000 children by raising about \$ 12 Million annually.

TCF-USA is seeking qualified professionals for the position of Accountant supporting the CFO in managing Financial functions and the Management Information systems of the organization. The position is based in Houston and will report to the CFO. The position is full-time. However for qualified candidates, a part-time schedule with a flexible hours is possible.

Job Description

Regional volunteer organizers at TCF USA support the work of volunteer chapters spread across the country with annual fundraising, awareness campaigns, and donor support functions. Each member of our regional volunteer organizer team supports nearly \$5 million in fundraising activity, annually. Event planning and logistics is a major component of the job, requiring exemplary organizational and communication skills. Interfacing with volunteers also requires flexible work hours, asking regional volunteer organizers to respond when the chapter volunteers are available, rather than during traditional work hours.

Responsibilities will include

- Primary point of contact and support staff for 5-10 national volunteer chapters
- Managing online and social media accounts
- Event coordination and logistics management for chapter gala events
- Donation record reporting and donor assistance
- Financial reporting and recordkeeping
- Customization of digital and print marketing materials for chapter events
- Entertainment coordination and event planning for chapter gatherings

Valuable Qualifications

- Undergraduate or Associate degree
- 3+ years of event coordination and/or logistics management experience
- Excellent organization and communication skills
- Strong proficiency in technologies including Excel, Word, and Adobe Creative Suite
- Comfort learning new technology systems
- Ability to work flexible hours including nights and weekends

Salary competitive to industry standards and commensurate with experience of applicants.

Please send resume to the Chief Operating Officer, Ms. Fakhia Rashid @ fakhia.Rashid@tcfusa.org