The Citizens Foundation, USA (“TCF-USA”) is a USA based non-profit that builds schools and supports education programs for less privileged children in Pakistan. Currently TCF-USA supports 300 schools educating over 65,000+ children.

TCF-USA is seeking a Regional Organizer (RO) to support 35 TCF chapters located in cities across the USA in their fund-raising activities including galas, donor relations, and campaigns. The position is ideal for a person interested in non-profit management and developing a career with one of the world’s largest and recognized non-profits in education.

**Job Description**
The RO will work with TCF chapter teams in planning and executing their fundraising events. She/he will manage event logistics and promotion, coordinate and develop event marketing materials, collaborate with vendors within USA and design and content teams in Pakistan on event material, help secure speakers and entertainers, track funds, and oversee post event processing.

The RO is responsible for coordinating the chapters digital presence on website, social media and constant contact. She/he will engage chapters during special annual marketing campaigns such as back-to-school campaign, year-end campaign, and others.

**Qualifications**
Undergraduate or Associate degree in social sciences or related field. 3+ years of work experience preferably with a non-profit in fundraising, event and campaign management. Requires strong communication and organizational skills. Ability to think creatively and work well in team environment. Reasonable computer/technology skills and proficiency in Microsoft Office (Word, Excel, PowerPoint). Some desktop publishing (Photoshop, Adobe) knowledge is a plus. Should be willing to work flexible hours including weekends and evenings during peak load periods.

Please send resume to Faiza Aziz, Human Resources Manager at faiza.aziz@tcfusa.org.