



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Advancement Officer

Purpose of Role:

The Advancement Officer builds and manages relationships with organisations and individuals, alumni, corporations, foundations, and international networks and agencies that support the University's growth and service to the community. Working closely with the Public Relations and External Engagement Department, the University's administrative units and departments, and academic schools, the Advancement Officer will connect with prospective supporters, write clear and detailed proposals and supporting materials, organise engagement activities, and help put in place the everyday systems and networks which UKH needs to sustain these relationships over time.

JOB TITLE:	Advancement Officer
VACANCIES AVAILABLE:	One
DEPARTMENT:	Public Relations & External Engagement
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Public Relations & External Engagement Manager
APPOINTMENT DURATION:	One Year
PROBATION:	Three Months
APPLICATION DEADLINE:	Application is open until it is filled.
JD VERSION:	080726-1



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زانکۆی کوردستان ههولێر

DUTIES AND RESPONSIBILITIES

Building Relationships & Support

- Develop familiarity with individuals, public offices, private corporations, foundations, and international and charity organisations in the Kurdistan Region, Iraq, and abroad that might wish to support the University, and keep track of these relationships over time.
- Work closely with the University leadership to help shape annual priorities for building external relationships and support, aligned with UKH's strategic goals and organisational priorities.
- Develop familiarity with and monitor relevant opportunities from regional and international foundations, embassies and diplomatic missions, development agencies, and corporate community programmes active in the Kurdistan Region and Iraq.
- Write clear, well-researched proposals, sponsorship packages, and grant applications connected to UKH priorities such as scholarships, research, campus development, or student support.
- Research and pursue funding opportunities from regional and international foundations, embassies, development agencies, and corporate social responsibility programmes active in the Kurdistan Region and Iraq.
- Build strong working relationships with University leadership, faculty, Student Affairs, Finance, and other relevant departments to understand funding priorities and align advancement activity with academic and strategic goals.
- Help the University leadership prepare briefings and updates for the University's management and external partners.

Alumni and Community Engagement

- Work closely with UKH's Alumni Association as a key partner, supporting their activities and helping connect their work more closely with the University's wider goals.
- Coordinate with the Alumni Association on outreach to graduates in other parts of Iraq/Kurdistan and in key cities abroad.
- Help the Alumni Association plan and deliver activities, reunions, networking evenings, mentoring, alumni talks, bringing in University resources and support where useful.
- Work with the Alumni Association's leadership to identify alumni who could take on ambassador or advisory roles and help coordinate their involvement.
- Represent UKH at community, diplomatic, business, and alumni events in the Kurdistan Region and, where needed, internationally.

Communications

- Write clear, engaging materials — proposals, impact updates, newsletters, social media posts, and web copy that help people outside UKH understand its mission and the difference it's making.



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زانکۆی کوردستان ههولێر

- Work with UKH's communications/marketing team so materials read consistently and reflect the University's voice across print, digital, and social channels.
- Prepare acknowledgement letters, recognition materials, and updates that ensure contributions are properly acknowledged and informed about the impact of their support.
- Perform other responsibilities consistent with the nature of the duties and as requested by the line manager.

PERSON SPECIFICATIONS

Education & Experience

- Bachelor's degree required; a Master's degree in a relevant field (e.g., Business Administration, Communications, International Relations, Public Administration) is an asset.
- A minimum of 3-5 years of professional experience in relationship management, external relations, communications, or business development; experience in higher education, non-profit work, or community/international engagement is a strong advantage.
- A proven track record of building relationships that have led to measurable and meaningful outcomes.
- Experience working alongside a board, senior leadership, or an external association or network is an asset, given this role's close collaboration with UKH leadership and the Alumni Association.

Knowledge, Skills & Abilities

- Excellent written and spoken English is required (UKH is an English-medium University); Kurdish and/or Arabic fluency is a strong asset for engaging local supporters, alumni, and government and community contacts.
- Strong writing skills, with the ability to produce clear, persuasive proposals and reports.
- A natural relationship-builder who is comfortable engaging individuals, business leaders, alumni, government officials, and international partners with professionalism and cultural sensitivity.
- Good judgment and awareness of trends in giving and external engagement, with the ability to offer informed input to University leadership on how UKH can strengthen its external relationships over time.
- Comfortable working in partnership with an existing group rather than only building things independently - able to support, coordinate, and add value to others' existing efforts.
- A self-starter who is comfortable building something new with limited existing infrastructure.
- Sound organisational and time-management skills, with the ability to manage several relationships and deadlines at once.



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

- Understanding of, or willingness to quickly learn, the higher education and regulatory environment of the Kurdistan Region and Iraq.
- Ability to handle information with discretion and maintain confidentiality.

Preferred

- An existing network among Kurdistan Region or Iraqi business leaders, educational organisations, public and private institutions, or international agencies.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Advancement Officer and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.