

RIFAT ISLAM RUPOK

Development Officer · Fundraising & Alumni Relations Specialist

Winnipeg, MB · +1-431-844-1794 · rifatislamrupok02@gmail.com · linkedin.com/in/rifat-rupok

PROFESSIONAL SUMMARY

Relationship-centred fundraising professional with 5+ years of combined experience in development, grant management, and non-profit administration. Currently serving as Development Coordinator at Siloam Mission, managing **\$17M+ in grants** and cultivating donors across emergency shelter, supportive housing, and Housing First programs serving Indigenous and marginalized communities. Achieved a **78%+ grant application success rate** with zero missed deadlines. Proven ability to work independently, exercise high-level professional judgement, and lead cross-functional fundraising initiatives. Holds an MSS in Peace and Conflict Studies, a University of California Davis Fundraising & Development Foundations certificate, with research work indexed on Google Scholar. Deeply committed to equity, diversity, and inclusion — values central to St. John's College's mission.

CORE COMPETENCIES

■ Fundraising & Donor Relations	■ Grant Writing & Management (\$17M+)	■ Alumni & Stakeholder Engagement
■ Relationship-Centred Development	■ Fundraising Database Management	■ Data Analytics & Reporting
■ Strategic Planning & Leadership	■ Microsoft Office Suite (Advanced)	■ Equity, Diversity & Inclusion
■ Event Coordination	■ Policy & Research Analysis	■ Team Leadership & Mentorship

PROFESSIONAL EXPERIENCE

Development Coordinator | Siloam Mission Inc.

June 2023 – Present · Winnipeg, Manitoba

- Managed **\$17M+** in grants and funding, ensuring meticulous reporting, compliance, and zero missed deadlines across multiple federal, provincial, and municipal funding streams.
- Achieved a **78%+ grant application success rate**, securing sustained funding for emergency shelter, supportive housing, and Housing First programs serving Indigenous and marginalized peoples.
- Cultivated and stewarded donor relationships using data analytics to enhance engagement, acquiring new donors and deepening existing ties to housing and meal programs.
- Developed evaluation tools to assess project viability, optimize resource allocation, and maximize community impact.
- Led community consultation efforts to align programs with the needs of marginalized groups, advocating for culturally safe and trauma-informed service delivery.
- Contributed to staff training plans and capacity building, demonstrating team leadership expected in a head-of-office development role.
- Collaborated with federal, provincial, municipal, and sector partners, building the stakeholder network essential for institutional fundraising and alumni relations.

Research Analyst | Manitoba Métis Federation

April 2023 – May 2023 · Winnipeg, Manitoba

- Conducted policy and data analysis to support Métis community initiatives, producing culturally relevant research reports and actionable recommendations for stakeholders.
- Managed short-cycle projects with tight deadlines, demonstrating adaptability and professional judgement in a high-stakes community-focused environment.

Managing Partner | Beyond Peace

October 2020 – April 2023 · Dhaka, Bangladesh

- Led partnership development for peacebuilding and community projects, securing collaborations with local, national, and international partners — directly transferable to major gift cultivation and institutional fundraising.
- Oversaw strategic planning, resource allocation, and fiscal management across multiple concurrent initiatives.
- Supervised a team of six research assistants, demonstrating the leadership required to head a development office.
- Facilitated workshops and training sessions on conflict resolution, building public engagement skills valuable for alumni events and donor cultivation.

Research Data Analyst | Centre for Genocide Studies, University of Dhaka

December 2020 – December 2021 · Dhaka, Bangladesh

- Analyzed complex human rights and conflict datasets, producing reports and visualizations to inform policy — skills transferable to donor analytics and fundraising database management.
- Maintained secure data protocols and ethical standards; trained junior analysts on research methodology.

Research Assistant | NETZ Partnerschaft für Entwicklung und Gerechtigkeit

January 2020 – November 2020 · Dhaka, Bangladesh

- Supported equitable development and justice research through literature reviews, data collection, field visits, and stakeholder presentations.

Administrative Assistant | Community Development Federation

January 2018 – December 2019 · Dhaka, Bangladesh

- Provided administrative support for grassroots development programs, coordinating community events, managing funding applications, and maintaining records for compliance and audits.

EDUCATION

Master of Social Science — Peace and Conflict Studies | University of Dhaka

January 2019 – December 2019 · Dhaka, Bangladesh

Bachelor of Social Science — Peace and Conflict Studies | University of Dhaka

January 2015 – December 2018 · Dhaka, Bangladesh

SELECTED PUBLICATIONS & PUBLIC SCHOLARSHIP

- Rupok, R. (2025, October). *Geopolitical Chess in South and Southeast Asia: US-China Rivalry and the Cost of Regional Instability*. SSRN Working Paper. <https://doi.org/10.2139/ssrn.5557040>
- Rupok, R. (2025, April). *Recent Developments in India-Bangladesh Relations: A Comprehensive Analysis*. SSRN Working Paper (3,000+ abstract views). <https://doi.org/10.2139/ssrn.5230684>
- Rupok, R. (2021, December). *Integration of Technology in Education for Marginalized Children in the Korail Slum of Dhaka during the COVID-19 Pandemic*. Beyond Peace.
- Rupok, R. (2018, December). *Social Media's Influence on Acts of Collective Violence in Bangladesh*. Research Monograph, Dept. of Peace and Conflict Studies, University of Dhaka.

Letters to the Editor — Winnipeg Free Press (2024–2025):

- *Racism study questioned* (June 2025) — Critiques of Housing First research, Indigenous inequities, and systemic barriers to housing.
- *Combating addiction* (December 2024) — Addressing Winnipeg's addictions crisis and evidence-based policy responses.
- *Time for supervised consumption site is now* (December 2024) — City clearing parks of needles and weapons; case for supervised consumption.
- *City has unique opportunity* (May 2024) — Exploring urban planning and community development opportunities in Winnipeg.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **Fundraising and Development Foundations** — University of California Davis, 2023
- **Fundamentals of Predictive Project Management** — PMI, 2024
- **Six Sigma White Belt** — Educate360, 2025
- **Google Data Analytics Specialization** — Google, 2023
- **Python for Data Science, AI & Development** — IBM, 2023
- **Mental Health First Aid** — Mental Health Council of Canada, 2023
- **Non-Violent Crisis Intervention** — 2023
- **PHIA Level 1 Certification**