



THE FOUNDATION FOR AFRICAN EMPOWERMENT

Volunteer Position

Fundraising and Communications Manager

Background

Children with disabilities are the most stigmatized, discriminated and excluded in education and other aspects of society. They are the most vulnerable to violence, abuse, neglect and exploitation. Excluding them from realizing their rights to education makes them the most likely of all population groups to be living in poverty today and in the future.

The Foundation for African Empowerment (FAE) is a registered nonprofit organization founded in order to empower and change lives of children with disabilities. Its mission is to improve access to quality inclusive education for Tanzanian children with disabilities through providing support services, awareness raising and advocacy so that they can reach their full potentials and thrive in their communities. We work toward building a fully inclusive, supportive and protective world for children with disabilities. Our main office is located in Arusha, Tanzania.

FAE is seeking for a passionate, committed and skilled volunteer from within or outside Tanzania to join its management team in the capacity of Fundraising and Communications Manager (FCM) in order to assist in advancing its mission through programs management. Preference shall be given to a volunteer who is willing to join the management team based in Arusha, Tanzania. Additionally, preference shall be given to a volunteer who can commit to work in the organization for a minimum of twelve (12) weeks and who demonstrate a strong commitment to the FAE's mission. Any volunteer from outside Tanzania choosing to relocate to Arusha or already in Tanzania and in need of accommodation shall be facilitated with a free accommodation. Other further benefits shall be discussed with the right candidate.

Role Summary

The FCM is responsible for effective coordination, leadership and monitoring of all fundraising and external communication activities of the organization in order to strengthen its brand and achieve financial sustainability so that it can better serve the needs of the children with disabilities in Tanzania.

Major Areas of Responsibilities

- (I). To strategically manage all fundraising activities to support the objectives of FAE through the development of project proposals that reflect FAE's policy and programmatic focus.
- (II). To establish and facilitate effective and sustainable integration of fundraising and communication strategy within the organization.
- (III). To establish, maintain and oversee all the necessary and relevant external communications of FAE.

Minimum Qualifications

- Bachelor's degree in communication, public relations, fundraising, marketing or any other relevant field.
- A minimum of (3) three years of professional experience in communication and fundraising in an NGO sector or similar.
- 18 years and above including semi-retired or retired professionals.

Required Skills

- Good knowledge of the principles, practices and techniques of oral and written communications.
- Knowledge of fundraising and/or track record of fundraising using techniques including, but not limited to: crowdfunding, proposal writing; public relations; prospect research; donor relations; and correspondence management.
- Skill in writing and editing news and feature articles. Ability to write/edit in a variety of writing styles, ability to draft materials on a wide range of topics. Strong editing and proofreading skills.
- Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally diverse publics.
- Excellent interpersonal, networking, communication, negotiation and facilitation skills.

Behavioral competencies

- Adheres to FAE core values
- To have creativity and imagination.
- To be able and willing to align one's own behavior with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

We Offer You

An interesting assignment, good working conditions in a fast-growing organization, free accommodation and a satisfactory and challenging role in a multicultural team. We also provide you with an opportunity to meet the real warm-hearted people of Tanzania and experience the astonishing natural beauty of the country. Moreover, you will sharpen your skills and knowledge as you create impact in the lives of children with disabilities.

Method of Application

We look forward to receiving your complete application in English which includes (1) a cover letter, (2) a statement of motivation stating why you want to join FAE and (3) an updated CV/resume. Do not send certificates at this stage. Also, let us know how soon you can join us if you are selected. Please send your application to the addressee below by **February 24, 2020**. Submission of applications by email is highly encouraged. Only applicants who best match the position needs will be contacted.

We are located at Kwa Pole Area near Tengeru, along Moshi-Arusha Highway, Opposite Vijiji Lodge in Arusha, Tanzania.

Contact Details

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