

Mkombozi

Empower. Engage. Enable.



CAREER OPPORTUNITY:

Fundraising & Communications Technical Advisor

/ LEVEL: Operations - Technical / LOCATION: Moshi, Tanzania /

■ POSTED: June 4, 2010 ■ CLOSING: June 25, 2010 ■

This is NEW... Mkombozi requires a passionate and motivated team player to join the Moshi office - a Technical Advisor with both Fundraising and Communications expertise. This is a new and unique opportunity to join a charity committed to improving the rights and empowerment of youth in Tanzania, and to contribute to the strategic direction and operational effectiveness of the organisation.

Are you a Technical Advisor? A Technical Advisor is someone who believes strongly in the need for social justice for the most socially excluded children and families. This means you are committed to realising the rights of children who are living and working in the streets.

Do you know Fundraising? In your Fundraising role, you will support the Director to raise funds for the organisation's work. You will work as part of a geographically-dispersed fundraising team of four people, one of whom is based in the UK. You will deepen and develop relations with our current donors and bring new ones on board, and help make Mkombozi an organisation that is approached by donors.

Do you know Communications? In your Communications functions, you will support the Communications and Creative Director (based in Canada) to keep Mkombozi's work well-known to local and international audiences and stakeholders. You will produce content for regular organisational and donor communications and programme-specific awareness raising tools.

Key roles and responsibilities:

Fundraising: Working in cooperation with members of the Fundraising Team, you develop and deliver Mkombozi's fundraising strategy, based on the five-year strategic plan (2011-2015). You focus initially on growing income from institutional grants. You maintain records effectively and ensures all Mkombozi staff are well informed on fundraising developments.

Donor relationship management and development: You work closely with the Director to systemise communication with current donors and develop individual donor relations (encourages regular, payroll giving etcetera). In the longer term, you explore different strategies to build and diversify the donor base.

Organisational communications: Working in cooperation with the Communications Coordinator, you produce content for regular organisational and donor communications, including content for eNews messaging (2x monthly). You compile the Annual Report and biannual report, and perform content quality control. You contribute to planning, ordering and proof-reading ideas and content for ad hoc publications and brochures.

Archiving: You ensure storage of information, templates and photographs and the creation of a Mkombozi library of materials.

Minimum qualifications:

Degree level education, preferably in Social Sciences. Professional background in fundraising. Professional background in communications or media. Also, the ability to manage stress in both work and daily life and the ability to work independently and with Tanzanian and foreign staff are critical to the success of this post.

Skills and experience:

Understanding of social work, children's issues and social development in the Tanzanian context. Adaptability and sensitivity to the cultural environment. Ability to appreciate and articulate the distinctive ethos of Mkombozi. Strong interpersonal skills, with evident emotional intelligence and compassion. Experience in developing and implementing fundraising strategies, with a proven track record of fundraising for a non-profit organisation and success in securing income from a diverse range of sources. Familiarity with a range of communications tools and media. Excellent skills in writing and editing with a keen sense of detail and ability to tailor material to different audiences. Has an artistic eye and creative qualities. Preferably has photography skills. Ability to work under pressure and meet deadlines. Knowledge of administrative and clerical procedures and good knowledge of computer software such as Microsoft Office and Adobe photoshop. Excellent language skills in spoken and written English. Knowledge of spoken and written Kiswahili would be desirable.

Child Protection Policy:

As a child-focused organisation, Mkombozi is committed to the protection of children; therefore all selected candidates will: successfully participate in a Child Protection screening; and will receive background checks for "working with vulnerable people" in accordance with Mkombozi Child Protection Policies and Procedures.

Terms and conditions:

Salary and benefits correspond to Mkombozi's salary structure and employment policy / procedures. Beginning as soon as possible, positions are full-time offered for a period of 24 months with the first 3 months as a probationary period. Qualifying applicants will be required to undergo a recruitment process that includes a series of opportunities to apply and demonstrate their skills.

■■■ APPLICATION PROCEDURE ■■■

Send your application by e-mail OR post (details below). Please include a resume and cover letter, clearly demonstrating how you meet the qualifications of this position. We thank all candidates, but due to the volume of applications received, only those who are short-listed will be contacted.

Tanzanian applicants will be prioritised.