



Job title: Fundraising Officer

Responsible to: Executive Director

Salary: Salary is negotiable based on experience

Background

Karagwe Education Quality Improvement (KEQI) is a non-profit organization founded with the objective of promoting provision of quality education. For purpose of advocating for quality education for Karagwe schools the organization provides textbooks, information and communication technology (ICT) equipment, science laboratory equipment, volunteer teachers in mathematics, science and English subjects, safe sanitation facilities, and menstrual hygiene management tools and supporting orphans in their academic pursuits.

With a wide range of education quality improvement projects, and a challenging funding environment, fundraising for our projects and core income is as important as ever to enable us to deliver our current long-term project of improving sanitation facilities and hygienic practices among students in five secondary schools at Karagwe district for every student to enjoy education environment. The organisation is entering an important period of development following the introduction of this project called Karagwe secondary education quality improvement. This 3-year project will lead to elimination of poor sanitation related diseases among students and lead them to succeed in their studies. Thus, substantial fundraising activity will be needed to maximize the potential of this opportunity for the organization.

So, we are looking for a capable and enthusiastic part-time Fundraising Officer, who will work closely with, and support, senior staff in a variety of fundraising tasks, in order to increase our project and unrestricted income.

This job will provide an outstanding opportunity to help make a real difference to Karagwe communities, working closely with a highly experienced, established team.

Purpose of the Job:

To increase the provision of funding streams to enable Karagwe Education Quality Improvement to carry out its objectives and increase opportunities for developing new and existing projects

Job Summary

The post holder will be responsible for raising funds for Karagwe Education Quality Improvement from community fundraising, grants/trusts and developing other key income streams: major donors, regular giving and corporate.

The post holder will hold a strategic overview of KEQI's fundraising needs and be a key player in the organization's communications and marketing.

Duties and Responsibilities

Income Generation

- Manage, support, and develop imaginative fundraising activities, some of which will be events-based,
- Contribute to bid writing for grant/trust applications,
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters,
- Deliver presentations to interested groups and to attend events including cheque presentations,
- Develop and broaden corporate support,
- Develop and coordinate web-based fundraising including social Media,

Strategic Direction

- Maintain and update the fundraising and communications budgets, with the Business & Finance Manager
- Develop and update a strategic plan to guide fundraising activities and revenue generation
- Work in conjunction with the Executive Director and Communication and Advocacy officer to have a good overall understanding of all revenue streams.

Communications

- Work with the Executive Director to raise the profile of the organization.
- Raise awareness of the organization, its service, successes and plans in the local community and through both social media and the local press.

Administration

- Preparation of fundraising report for Trustees meetings
- Maintaining the fundraising database and documents
- Write and design organizational materials
- Contribute updates of fundraising events and activities for quarterly

Newsletters

Personal Specification

Experience

- At least one-year experience in Trusts or Corporate fundraising.
- Demonstrable ability to develop relationships with Corporate partners and Trusts
- Experience of researching Trust and Corporate funding opportunities.
- Working within a charitable environment, preferably within an international development charity
- An appropriate first or second degree, or equivalent experience

Skills and Competencies

- Excellent written skills with the ability to produce concise and creative bids.
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Excellent communication and presentation skills required to build relationships with potential donors.
- Ability to demonstrate initiative and work well under pressure.
- Ability to plan ahead and work within agreed timeframes

If you believe that you meet those qualifications send your email to bertholdmwesigwa@keqi.or.tz