Aid for trade logistics

CALL FOR ONLINE VOLUNTEER

REF: 87/ATLO/43/14

Position Title: Fundraiser Coordinator

Reports to: Programs Director

Directly Supervises: As needed

Compensation: UNPAID (successful work can result in employment)

About aid for trade logistics:

Aid for trade logistics is an oriented and co-operative non-governmental and not for profit organization under the NGO Acts 24 of 2002 in Tanzania; it recognize the role that trade can play in the development, it address the trade related constraints and identify solutions to boost trade, it manage the flow of resources from Donors to the locals (Village, District and National) to meet the requirements for effective trade, economic growth and improvement of people's life condition. Aid for trade logistics aim to be in the forefront to facilitate the increase, rapid growth of exports and imports; raise productivity and income for growth; and lift people out of poverty. It delivers efficient aid for trade, its logistics and contributes effectively to the sustainable development . it advocate on: Trade policy regulation, Economic infrastructure, Productive capacity building and Adjustment assistance

Position Summary:

General Qualifications:

Candidates must have excellent communication, written communication, and sales ability.

Candidate must have a friendly and professional speaking voice with strong phone etiquette skills, positive and energetic attitude, and strong desire to meet goals and commitments.

Computer skills and experience with Microsoft Office is very helpful.

Areas of Responsibility:

Volunteer coordination Program registration and support General clerical

Specific Responsibilities:

Process incoming and prepare outgoing mail. Work with program Director, staff developing educational programs and maintaining critical databases and schedules.

Coordinate contact with donors outside for various non-profit needs.

Coordinate volunteers.

Provide administrative support with regard to e-mails and newsletters.

Provide general clerical support, including copying, correspondence and errands.

Seek and participate in strategic opportunities for professional development.

Raise funds for the organization from various donors

Participate in staff meetings and activities and other 1st Class Kids activities as required.

Other duties as assigned.

Fundraising position: Under general directions and supervision, the Fundraiser is responsible for independently conducting the day-to-day operational management and implementation of all activities pertaining to fund development and fundraising

Fundraiser must track and properly document all activities and complete all necessary reporting requirements.

Reasonable fundraising goals, activities, budgets, and expense sheets will be established by the Programs Director. A reasonable quota will be established that needs to be met.

Fundraiser will research and contact potential funders.

Fundraiser will help obtain funding by drafting, editing, and preparing grants for submission. This also includes compiling program related reports and submitting them in a timely manner.

Key Responsibilities

 Take initiative to build relationships with potential funders including individual community donors.

 Generate new ideas and business opportunities to increase fundraising and fund development to meet and exceed revenue goals. Establish an ongoing fundraising program to support the work of Aid for trade logistics

 Develop an annual fundraising plan and budget. Develop revenue and expense reports for all fundraiser events after the event is completed.

 Takes the full responsibility to lead in initiating, planning, and implementing all necessary activities, in a timely manner, to ensure that program goals and objectives are accomplished.

 Monitors program, tracks and documents of all necessary activities, and completes all reporting requirements.

 Submits documents and reports in a timely manner to meet stated deadlines.

 Prepare grants/ project proposals and progress reports as required by program contract and agreements.

 Search and research potential donors and foundations to identify and evaluate potential funding sources.

 Make initial contacts, and follow-through of securing available funding along with the coordination of all optional funding opportunities.

 Build and maintain profitable, long-term fundraising relationships with current donors and potential donors.

Skills & Qualifications:

 Ability to independently initiate projects and activities.

 Good client interactions skills.

 Ability to work independently and as part of a team.

 Excellent time-management skills with the ability to simultaneously manage multiple projects and meet deadlines.

 Excellent written and verbal communication, as well as negotiation skills.

 Able to work flexible hours, including evenings and weekends.

 Ability to maintain client confidentiality.

 Knowledge of computers and Word, Excel, Power Point, and Publisher.

 Good leadership skills with the potential for further development.

 Understanding of budget control, expenses, and allocations.

 Knowledge of developing a fundraising plan.

 Attentive to details. Dedication, motivation, drive, ambition, and commitment to the job at hand.

 Must have the skills and potential to excel in this position.

Information Management:

Treats all information and data within the scope of the position with appropriate confidentiality and security.

Must have strong command of the written and spoken English language. Spanish language skills a plus. Must be proficient in the use of computers and office equipment.

Mode of application:

Send an application letter and C.V to: hrd @ aidfortradelogistics.org

No later than 25 March 2014 5.00PM GMT