

Vacancy Announcement

Job Title: Fundraising/Project Coordinator (FPC)

Region: Freetown

Type of Organisation: Local NGO

Employment Type: Full Time Consultancy

Qualification/Discipline: Bachelor/Social Sciences

Years of Experience: 2 – 3 years

Required Language: English

General Skills: Evidence of good interpersonal and communication skills

The Jamil and Nyanga Jaward Foundation (JNJF) is on Christ's mission to assist impoverished children and widows rise above the challenges of poverty and rejection, through education and economic development. We provide help to widows through small business grants, women's community business grants, and various assistance to underprivileged children.

JNJF is seeking to recruit a qualified and experienced person to provide overall leadership of the operations of the foundation, championing fundraising activities, building extensive networks with potential sponsors and donors, and coordinating project implementation.

Reporting to: Founders

Duration: 6 months (After, which contract will change to a one-year fixed contract subject to performance and with potential to extend)

Job Purpose:

The FPC will be member of the management team and is expected to ensure the organisation is functioning efficiently and effectively through participation in decision making, developing fundraising strategies, advising on partnerships and/or sponsorships and implementing agreed upon decisions. S/he shall be responsible for developing and implementing fundraising strategies and activities aimed at generating adequate resources to fund programs undertaken by JNJF. S/he will lead the identification of project funding from institutional and high value (corporations, foundations, NGOs and major donors) donors and the development of funding proposals in line with JNJF's objectives. The incumbent will provide overall leadership and supervision in planning and implementing funding programs and sponsorship activities and coordinate efforts to generate resources (all types of fundraising products) for the various projects. In addition, the FPC shall initiate, create and maintain relationships with donors, sponsors and develop extensive networking with peer organisations to deliver the organisation's objectives of resource generation, donor relations and project coordination and reporting.

Key Responsibilities:

- Develop and implement JNJF's fundraising strategy;
- Lead the development and implementation of the organisation's program resource mobilisation and fundraising strategies;
- Initiate, lead and coordinate identification of new donors or sponsors inline wit fundraising policies;
- Maintain oversight of all projects implemented;
- Contribute to strategic decision making and support to the board;
- Identify sponsorship and fundraising related knowledge of JNJF and its partners and coordinate the generation, storage and access to knowledge;
- Human resources / people management;
- Overall management of the Foundation;
- Implementing and overseeing administrative systems;
- Overseeing HR functions;

- Communication with project partners and stakeholders for project activities, to optimize access and to ensure timely organization and facilitation of activities relating to project implementation;
- Oversee project and event planning and implementation with preparation of budgets of different activities according to the needs;
- Any other duties necessary to manage the organisations and its associated businesses.

Person Specifications:

- Hold a Bachelor's degree in social sciences or their equivalent from a recognised university (required).
- Have at least two (2) years working experience in resource mobilization in an NGO or medium sized organisation at a supervisory level.
- Have practical experience in voluntary fundraising including managing a team of volunteers.
- Good knowledge of trends of fundraising development in Sierra Leone (Desired).

Required Skills:

- Strong management and communication skills.
- Resource Mobilisation and Monitoring.
- Documentation, reporting, and materials development.
- Staff capacity development.
- Networking and collaboration.
- People management skills.
- Have practical experience in voluntary fundraising including managing supporters and sponsorship commitments.
- Excellent verbal, written, analytical, and interpersonal skills.
- Strong time-management skills and the ability to manage multiple projects simultaneously.
- Professionalism, empathy, and the ability to work independently but also as part of a team.
- Demonstrable emotional intelligence, resilience, and an ability to encourage collaborative and transparent working relationships.
- Belief in and support of our empowering underprivileged women values.
- Commitment to JNMF's mission and values.

Application Process:

To apply, please send your Cover Letter and CV by e-mail to The Human Resources Associate at job@jobsearchsl.com, with subject Fundraising/Project Coordinator. Deadline for applications is Friday 19 February 2021.

Whilst all applicants will be assessed strictly on their individual merits, particular consideration will be given to Qualified Women applicants.