



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: Fundraising Coordinator

Reference No: BHU/V-001/FC/2020

JOB SUMMARY

The Fundraising Coordinator plays a leading role in developing resources required for sourcing for organizational funds in accordance with the generally acceptable fundraising procedures, finance/accounting practices and monetary controls in place. He/she is responsible for coordinating fundraising events and initiatives that work best for the organization.

JOB RESPONSIBILITIES

DUTIES:

- The Financial Aid Manager play a leading role in developing resources to help in sourcing for organizational funds
- Provides avenue concerning financial aid and other aid opportunities, assess eligibility requirements and application processes.
- Develops a fundraising action plan and work with the supervisor/team heads in effecting this plan
- Identify and suggest fundraising opportunities /events such as dinners, receptions, and parties etc
- Identify and explore donor pools, prepare materials for charitable events such as fundraising envelopes, bid sheets, gift bags etc.
- Establish fundraising or participation goals for special events or specified time periods
- Attend community events, meetings, or conferences to promote organizational goals, or solicit donations or sponsorships.
- Develop alliances with other organizations/entities working collaboratively to enhance fundraising efforts
- Keep in contact with the Executive Director and committees updating them of fundraising successes
- Shall write grant proposals for both long-term and short-term grants
- Shall plan and manage marketing efforts like direct mail campaigns
- Design or produce promotional materials such as posters, websites or newsletters to promote, market or advertise fundraising events.
- Raise awareness of the organization’s work, goals and financial needs
- Plan and direct special events for fundraising such as silent auctions, dances, sporting events, walks etc maximizing participation/contributions and minimizing costs.
- Solicit cash or in-kind donations or sponsorships from individual, business, government donors, coordinating web-based fundraising activities such as online auctions, donation websites etc
- Write speeches, press releases or other promotional materials to increase awareness of the causes, missions, or goals of organisations seeking funds



- Provide weekly, monthly and quarterly updates to the fundraising committee regarding fundraising duties and events
- Keep records of all monies and items gathered and registering them with accountant and relevant departments.
- Monitor progress of fundraising drives
- Respond to inquiries related to transactions handled during fundraising events.
- Keep an overview of the finances of the organization and effective utilization of BHU funds
- Shall assist in the recruitment of sponsors, participants, volunteers for fundraising events
- Direct or supervise fundraising staff, including volunteer staff members
- Shall organize audit requirements providing a favorable environment for the audit exercise.
- Shall ensure that all payments either by cash or cheque are made with the approval of BHU authorities as per guidelines/procedures.
- Support in the preparation and coordinating of Management meetings.
- Shall also perform any other duties as assigned by management from time to time.

EDUCATION & OTHER BACKUPS

- A Bachelor's degree in Business Administration (marketing), Mass communication, Information science and technology, or a related qualification from a recognized institution.
- Diploma/Certificate in related field is an added advantage.

EXPERIENCE

- Experience working in volunteer operations
- At least 1 year work experience in fundraising, marketing or related field
- Experience in graphic designing
- Experience in planning and managing events
- Experience working with NGOs

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Must have excellent fundraising and marketing skills
- Result oriented and focussed able to think critically and generate funds/donations for the organisation at minimal cost.
- Excellent oral, written, and email/telephone communication skills
- Excellent command of English language with good interpersonal skills
- Able to efficiently work under pressure.
- Good working knowledge of computer applications, designing etc
- Flexibility to handle multiple assignments and a quick learner
- Ability to cope and adopt to new environments
- Knowledge of BHU operations, rules and policies
- Ability to maintain highly level of confidentiality
- Ability to work effectively with minimal supervision
- Ability to multitask and work with various teams
- Excellent time management



HOW TO APPLY:

1. Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org
2. Indicate what motivates you to volunteer with BHU in your cover letter
3. Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types
4. Indicate clearly position applied for and reference number in the email subject line
5. Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.

DEADLINE FOR APPLICATION: 30th June, 2020