



Role Title: Finance Trustee (Voluntary) I Heart Africa

About the Organization:

We are a global facing Pan-Africanist non profit seeking to educate the diasporic African community through projects, programmes, events and media.

We promote indigenous plant medicine & diets
We focus on supporting women to support their communities
We believe in Afrocentric solutions
We support the development of rural self sustainability.

We are looking for a highly organised, dynamic volunteer who will design fundraising events, and manage a team of voluntary fundraisers within the US & UK.

Objectives:

To recruit/create & co-ordinate fundraisers & fundraising events in the USA & UK (primarily).
Keep a track of events and support with marketing materials, speakers, & content.
Collate the results of fundraisers - numbers attended & PR generated, and ensure all funds are collected.

Tasks:

Design a system of project management & communication that helps achieve the objectives.
Ensure that all communication and activity is transparent (email, spreadsheets etc) and prepare regular updates on activity for the team & board.
Keep an updated marketing calendar, and update the socials team in advance on higher profile events. Work with the marketing team to make sure events and subsequent promotion is on brand.

Qualifications:

An interest in the development of African communities across the diaspora.

- Proven formal communications skills & organizational skills
- Event Management Skills
- Experience of in person and online fundraising will be a plus

Benefits

- The satisfaction of making a positive impact on our community.
- The opportunity to work with a passionate and dedicated team of individuals.
- The chance to learn new skills and expand your knowledge.

To Apply:

Please submit your resume and cover letter to info@iheartafrica.org

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