



## Volunteer Job Description

Job Title:	Co-Team Leader for University Outreach and Youth Group Fundraising
Department:	Development
Location:	Work remotely, Bay Area
Time Required:	12-16 hours/month

### Job Description

#### Position overview:

The University Outreach and Group Fundraising team will connect with philanthropy efforts at universities and colleges around the United States to engage them in selecting Asante Africa Foundation as the charity they choose to receive the money they raise.

The Co-Team Leader volunteer role is to assist with various efforts that the team is working on, under the direction and guidance of the Team Lead. The volunteer will support through correspondence with university contacts, tracking progress of college level fundraising efforts that are underway, and helping to create and distribute materials the university teams need to be successful (e.g. Asante Africa photos and publicity materials, templates and guidelines from sample fundraisers).

This opportunity is ongoing, and can be shared by more than one volunteer to support a particular university relationship. This volunteer will have a great opportunity to learn about fundraising through community service groups, as well as the rewarding experience of seeing the funds grow through your efforts to directly impact the lives of students in East Africa.

#### Duties and Responsibilities include, but not limited to:

- Work with team lead to develop the strategy and plan contacts with Universities.
- Maintain communication and tracking data for contacts with Universities.
- Communicate via email and phone with University contacts to keep the fundraising efforts going.
- Update and distribute fundraising kit materials to contacts as needed



## Volunteer Job Description

### Qualifications:

- Interest in learning about development work at a non-profit /Extremely detail oriented, accurate, and organized.
- Adept at using Microsoft Excel and Microsoft Word.
- Results oriented.
- Flexibility to take on ad hoc projects as needed.
- Proficiency in oral and written English.
- Ability to juggle multiple priorities simultaneously and take initiative

### Preferred Skills:

- Experience in leading community fundraising activities
- Prior success working closely and building relationships with diverse groups of people
- Effectiveness in working or volunteering in a non-profit organization that is focused on maintaining high quality work and low overhead
- Prior experience in a fast-paced, growth-oriented organization
- Proven track record of achieving result

### ASANTE VOLUNTEER POSITION NOTES:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization.

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so.

Have a very high level of personal and professional integrity and trustworthiness.

Have a strong work ethic, take initiative, and require minimal direction.

Work well independently as well as part of a team.

Thrive in a fast-paced and fun environment.



## Volunteer Job Description

### Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa.

Be part of a highly-motivated nonprofit organization run entirely by volunteers.

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization.

Have the opportunity to see your ideas and contributions implemented.

Build your resume and gain references for future employment opportunities.

### Compensation:

This is an unpaid, volunteer position.

The position is part-time with an expectation of 3-4 hours/week.

Owner:	Soumya Radhakrishnan	Date:	April 20, 2018
--------	-------------------------	-------	----------------