Asante Africa Foundation seeks a dynamic fundraising and development professional with a passion for advancing youth education, skill development and opportunity creation. The Development and Communications Associate will be a critical part of designing, implementing and tracking marketing and fundraising goals collaboratively to secure the resources necessary to achieve Asante Africa's mission.

This person will join the Development and Communications Team to grow the fundraising capacity and reach new audiences through strategic communications. This role will focus on growing our mid-level donor base and corporate partnerships while working closely with the development team, programs, and learning and data team to communicate our organizational impact through branded content and storytelling. Collectively, the global fundraising team is focused on growth and achieving Asante Africa's 2025 revenue goals of 4.2 million USD.

Responsibilities

This role requires strong project management, organizational, and solid communication, research, and writing skills. Superior attention to detail and the ability to meet tight deadlines and juggle multiple requests are critical. A high level of integrity and discretion in handling confidential information and professionalism in dealing with senior leadership is imperative.

Fundraising (50%)

1. Oversee small donor portfolio, increasing individual giving through donor solicitation and stewardship initiatives.
2. Strengthen relationships and grow monthly donor programs and low-to-mid level donor portfolio in coordination with the Director of Development for moves management.
3. Lead the growth of corporate fundraising through identification and direct solicitation of prospects for event sponsorships, crowdfunding campaigns, in-kind, and capital investments.
4. Identify prospects for individual support, conduct prospect research, initiate and conduct direct outreach and solicitation-- independently and/or in partnership with senior leadership.
5. Build and manage Asante Africa's pipeline of opportunities, identifying viable prospects and performing due diligence on prospects. Prospecting, lead management, lead cultivation are critical elements of this role.
6. Research, identify, and prepare grant applications and prepare partnership agreements.
7. Serve as a community representative, facilitate presentations for the Development Team, deliver presentations to local businesses and community associations at tabling and outreach events.
8. Manage a systematic outreach and relationship cataloguing and reporting system in Salesforce.

Communications (50%)

1. Work closely with the Marketing and Communications team to create lead generation activities and campaigns.
2. Monitor media platforms and track relevant thought leaders in the field, promoting opportunities to engage on the global level, create new partnerships, and bring in new leads.
3. Support the Leadership team in preparing for external speaking engagements through researching the venue/event, relevant topics, propose talking points, develop slide decks, press releases, or any other necessary collateral for the speaking engagement.

4. Ensure quality and consistent messaging across teams to support brand identity and generate content for diverse platforms

Desired Qualifications and Skills

- 3-5 years fundraising and communication experience, particularly including events and individual and corporate giving.
- Collaborative person who can bring new perspectives and innovative ideas.
- Detail-oriented, self-motivated, and a natural problem-solver.
- Commitment to and enthusiasm for youth education, skill building and economic empowerment.

Technical Requirements:

• Bachelors Degree from an accredited university
• Proficiency in the following software programs is necessary for this role: Microsoft Office Suite, including Word, Excel, PowerPoint)
• CRM Platforms – Salesforce preferred
• Experience is a plus in: Websites (WordPress) • Analytic Platforms (Google Analytics, Mailchimp)

Compensation

Compensation will be determined based on a combination of factors, including level of experience, proven track record and meeting targets. The total compensation package has a base salary and a bonus component.

Our Values

Asante Africa Foundation is committed to being an anti-racist, anti-sexist, anti-neocolonial, and pro-equity organization. We acknowledge that this is an ongoing process and that we will always have more work to do to identify, unpack and interrupt the ways dominance shows up in our organization and our sector. We place a high value on diversity and the benefits that come from having employees with a wide variety of backgrounds and experiences. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Members of underrepresented communities are strongly encouraged to apply.

To apply

Please submit a resume and responses to the three questions below to humanresources@asanteafrica.org with Business Development and Communications Associate and your name in the subject line.

1. Why are you interested in this position?
2. What is one reason you think you'd be a good fit for this position? 3. What strengths would you bring to this position?

Please keep total question responses to a maximum of one page. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.