



CONGO EDUCATION PARTNERS

**Congo Education Partners**  
Fundraising and Communications Coordinator  
**Position Announcement**  
**June 13, 2018**

Job Title: Fundraising and Communications Coordinator  
Location: Driving distance of North Carolina Triangle area (home office, location flexible)  
FLSA Status: Part-Time

**Position Summary**

[Congo Education Partners](#) (CEP) is seeking a fundraising and communications coordinator (FCC) for a mission-driven program to help save the rainforests of the Democratic Republic of Congo (DRC). This individual will play a key role at CEP and will support the overall communications and fundraising strategies outlined by the Executive Director and Advisory Board. The FCC will work closely with the CEP Executive Director to ensure all administrative aspects of the program are implemented smoothly and efficiently.

**About Congo Education Partners**

Congo Education Partners works with Djolu Technical College and local communities in the Congo Basin to protect the rainforest and improve people's lives through higher education and training. Djolu Technical College is located in Tshuapa Province, one of the most remote, impoverished and heavily forested regions of the DRC, where only one in 500 adults has a college degree. It is the only accredited rural development college in a province the size of North Carolina. The College is a regional hub for education, research, and community outreach in sustainable rural development and forest conservation. We believe that educating local young people to become activists, leaders, and stewards of the Congo rainforest is key to saving the second largest rainforest on earth and fighting climate change.

**Key Responsibilities**

**Fundraising and Communications (80%):**

- Draft and update fundraising and outreach materials (emails, social media campaigns, website, print materials, etc.) in collaboration with Executive Director and Advisory Board
- Communicate regularly with our network via emails and on social media, including writing and building regular email blasts and social media posts
- Maintain and update CEP's email listserv
- Manage a portfolio of prospects and donors, updating related information and donations into a database. Track and manage donations, recognize and thank donors
- Manage and support ED and board members' speaking and outreach activities
- Manage online and in-person fundraising campaigns and social events
  - Assist in planning fundraising initiatives

- Draft written appeals for review
- Help recruit, train and manage volunteers
- Coordinate fundraising campaign and event logistics (e.g. working with our fiscal sponsor, crafting and sending invitations, day-of logistics, and follow-up activities)
- Implement strategies for growing CEP's social media presence
- Assist with researching donors, prospects, and grant making organizations and coordinate outreach efforts to such individuals and organizations as needed

#### **Administration (20%):**

- Maintain CEP's stewardship and grant proposal schedule, set up meetings with advisory board and others as needed
- Prepare materials for board meetings including progress reports, and follow up as needed
- Keep our photo and video archive organized and updated

#### **Additional Duties**

The position will require domestic travel up to once per month, e.g., to meet with CEP Executive Director near Durham NC, or to Washington DC for face-to-face board meetings. No international travel is required.

#### **Ideal Candidate**

The ideal candidate for this position should have exceptional interpersonal and writing skills and maintain a high level of professionalism for interacting with donors and volunteers. Relationship-building is a key component of this job. Candidates should possess strong speaking and writing abilities and working knowledge of customer service. If you are diplomatic, articulate, tech-savvy, detail-oriented, and a team-player and a good listener, and if you understand how social media is used in outreach and fundraising, we'd love to hear from you.

Some background in/knowledge of nonprofit communications is ideal, as is knowledge of Network for Good or similar CRM/donor database. Also ideal is experience writing within listserv email technology, especially Constant Contact. Knowledge of French, international development and/or conservation, and travel experience in developing countries, especially in Africa, are a plus.

#### **Compensation**

Compensation is commensurate with experience and will range from \$18-\$25/hour. This is an hourly-paid contract position averaging 20 hours/week. The Fundraising and Communications Coordinator can be located anywhere within reasonable driving distance of the NC Triangle area. Mileage reimbursement is available, and office space is not provided.

#### **Application Process**

Applications will be accepted until the position is filled. First screening will occur on June 25th. To apply, submit a resume and cover letter to [info@congoeducationpartners.org](mailto:info@congoeducationpartners.org) with "Fundraising and Communications Coordinator Application" in the subject line explaining why you are interested in this position. Please describe your relevant experience and qualifications and include a writing sample and your salary requirements. No calls or faxes please. No agencies please.

Congo Education Partners is an independent operating division of Multiplier (formerly known as the Trust for Conservation Innovation), a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world ([www.multiplier.org](http://www.multiplier.org)). We value and promote diversity in the workplace and we are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.