



Registered Charity Number: 1149988

Fighting poverty in Lawra, Upper West Ghana

www.ateghana.org

Job Title: Community Fundraiser and Relationship Manager

Start date: March or April 2017

Pay: to be agreed with the successful candidate (approx. £10 per hour)

Reporting to: Sarah Livesey, UK Office Manager

This is a contractor position, not an employee.

ORGANISATION:

[ATE Ghana](http://www.ateghana.org) (charity number 1149988) is just three years old but is already, a well-respected, fast growing charity aiming to reduce poverty in Lawra, Ghana by funding some key initiatives in education and enterprise. The agreed vision and strategic direction is encapsulated in the following statement. “ATE is a charity that is deeply concerned by the inequality of wealth in Ghana. We are committed to achieving a measurable reduction in poverty in Lawra by 2020 through social and economic development.”

Purpose of the role:

This is an exciting brand new short term role, based in Ramsbury, Wiltshire, working to support the organisation during a period of staff maternity leave. The key purpose of this role is to maintain, drive and grow ATE’s local fundraising . The person in this position will have key responsibilities within the organisation to manage and develop relationships with new and on-going valued supporters of the charity. Being a small organisation, flexibility and adaptability are vital and the person in this role should show a willingness to support the day to day running of the organisation as needed, including management of local volunteers and shared responsibilities for social media communications.

The position will be reporting to the ATE UK Office Manager. The role will start at 7 hours per week in March or April and increase to 14 hours in June to September, this is temporary position which will then be reviewed.

Key responsibilities:

- Leading on local fundraising, E.g. school fairs, local markets
- Talking to community groups about ATE’s work, E.g. women’s institutes, rotary clubs, schools
- Managing the monthly ATE Fundraising Forum
- Talking to donors and providing face to face updates where needed
- Making new contacts and fundraising leads through attending local community meetings
- Maintaining and building upon the positive image of ATE within the local community and beyond
- Managing and engaging local volunteers to provide office and fundraising support
- Interacting with Trust Fund boards, both existing and new
- Responsibility for managing the ATE office rota, including Saturday mornings
- Managing ATE stock for fundraising purposes
- Shared responsibility for social media; FaceBook, Instagram, Twitter
- Writing posts for the ATE website

Person profile:**Essential:**

- Excellent interpersonal skills and the ability to communicate extremely well with a broad range of people in a broad range of circumstances
- A passion for ATE's work, and the ability to share that in a way that engages others
- A proven history of successful fundraising in a variety of ways and with a cross section of people
- Positive relationships with ATE's community of local volunteers and supporters
- The ability to motivate people to give time, money or skills
- Outstanding verbal communication skills
- Good written communication skills
- Confident presentation and public speaking skills
- Enthusiastic and results driven
- An interest in poverty reduction and a desire to help make positive change in the world
- Excellent organisational skills with experience of working to and meeting deadlines
- Good working knowledge of Microsoft Office (Word, Excel, and PowerPoint)
- Experience of using Facebook, Twitter and Instagram
- Ability to work in a team and alone, applying initiative and common sense
- Very flexible and adaptable and able to work effectively in a variety of roles to support a small organisation.

Desirable:

- Intricate knowledge of ATE's work in Lawra

To apply:

Please send a one page covering letter and one page CV to sarah@ateghana.org by Wednesday 4th January 2017