

## COMMUNICATION AND FUND-RAISING OFFICER JD

**Job Title:** Communication and Fund-Raising Officer

**Location:** Dar es Salaam, Tanzania

**Employment Type:** Part Time

**Email To:** [ajira@imhodari.co.tz](mailto:ajira@imhodari.co.tz)

**Deadline:** 20th Jan 2025

### Job Summary

IM Hodari Consulting on behalf of our client, the Montessori Community of Tanzania (MCT), is looking for a dynamic and experienced Communication and Fundraising Officer. The pivotal role of this position includes enhancing MCT's visibility, securing sustainable financial resources, and sharing the impact of its transformative Early Childhood Development (ECD) initiatives.

### About Our Client

The Montessori Community of Tanzania (MCT) is a leading organization committed to transforming Early Childhood Development (ECD) education across Tanzania. MCT empowers children and supports communities by fostering equitable access to holistic education.

### Key Responsibilities

#### *Fundraising and Resource Mobilization*

- Develop and implement fundraising strategies to diversify and increase MCT's financial resources.
- Build and maintain relationships with donors, sponsors, and other funding partners.
- Prepare compelling proposals and funding applications aligned with MCT's mission and goals.
- Research and identify potential funding sources, including grants, individual donor, corporate sponsors, and fundraising events.

#### *Communication and Public Relations*

- Develop and execute communication strategies to enhance MCT's visibility and public image.
- Create and manage content for social media platforms, newsletters, and the organization's website.
- Design and distribute promotional materials, brochures, and annual reports.
- Coordinate media engagements and maintain strong relationships with media outlets.

### *Documentation and Reporting*

- Document and share stories of the impact of MCT's programs and initiatives.
- Prepare high-quality reports for donors, partners, and stakeholders, showcasing MCT's achievements and progress.
- Maintain an up-to-date database of communications materials and donor records.

### **Qualifications and Experience**

- Bachelor's degree in Mass Communication, Marketing, or a related field preferably in digital media, journalism, international relations, or other related fields.
- Proven experience in fundraising, donor relations, or sales, preferably in a nonprofit environment.
- At least 5 years of professional experience in communications, public relations, or resource mobilization.
- Demonstrable track record of successful communication and fundraising projects executed in previous roles.
- Knowledge of national and regional media environment and familiarity with journalist networks preferred.
- Experienced in social media strategy development and implementation.
- Excellent communication, organizational, and interpersonal skills.
- Strong critical thinking, decision-making, and project management skills.
- Team player with an adaptable and pragmatic approach to work, able to work independently and with a team.
- Strong time management and prioritization skills and the ability to meet deadlines and deliver objectives on time despite time constraints and pressure situations.
- Commitment to the ECD and philosophy of Montessori education.

### **Why Apply?**

- Competitive salary and benefits package.
- Opportunity to make a lasting impact on ECD education in Tanzania.
- Collaborative and inspiring work environment.

**Mode of Application:** Submit your CV, cover letter, and relevant certificates to [ajira@imhodari.co.tz](mailto:ajira@imhodari.co.tz) with the subject line:

Application for Communication and Fundraising Officer.

**Application Deadline:** 20th January 2025

**NB:** Only Shortlisted shall be contacted