

DONOR RELATIONS OFFICER

WHAT ARE WE LOOKING FOR?

- Someone who is interested in developing and executing GHMe's fundraising strategy;
- Someone looking to further strengthen their financial management skills;
- Great communicator and has strong interpersonal skills;
- Experience with drafting budgets and tracking spending;
- Fluent in English and is pursuing or holds a degree in public/global health, financing, or other relevant course.

WHAT DO WE EXPECT FROM YOU?

To work closely with the Executive Director to:

- Collaborate directly with the Communications Team to execute strategic initiatives to generate further funding;
- Manage the reporting process for the portfolio of grants;
- Identify and create an outreach strategy to potential donors;
- Create and monitor the budget of GHMe;
- Generate and maintain effective relationships with GHMe's donors and other stakeholders, in collaboration with the Partnerships Team.



APPLICATION DEADLINE: ROLLING BASIS