



Asante
AFRICA FOUNDATION

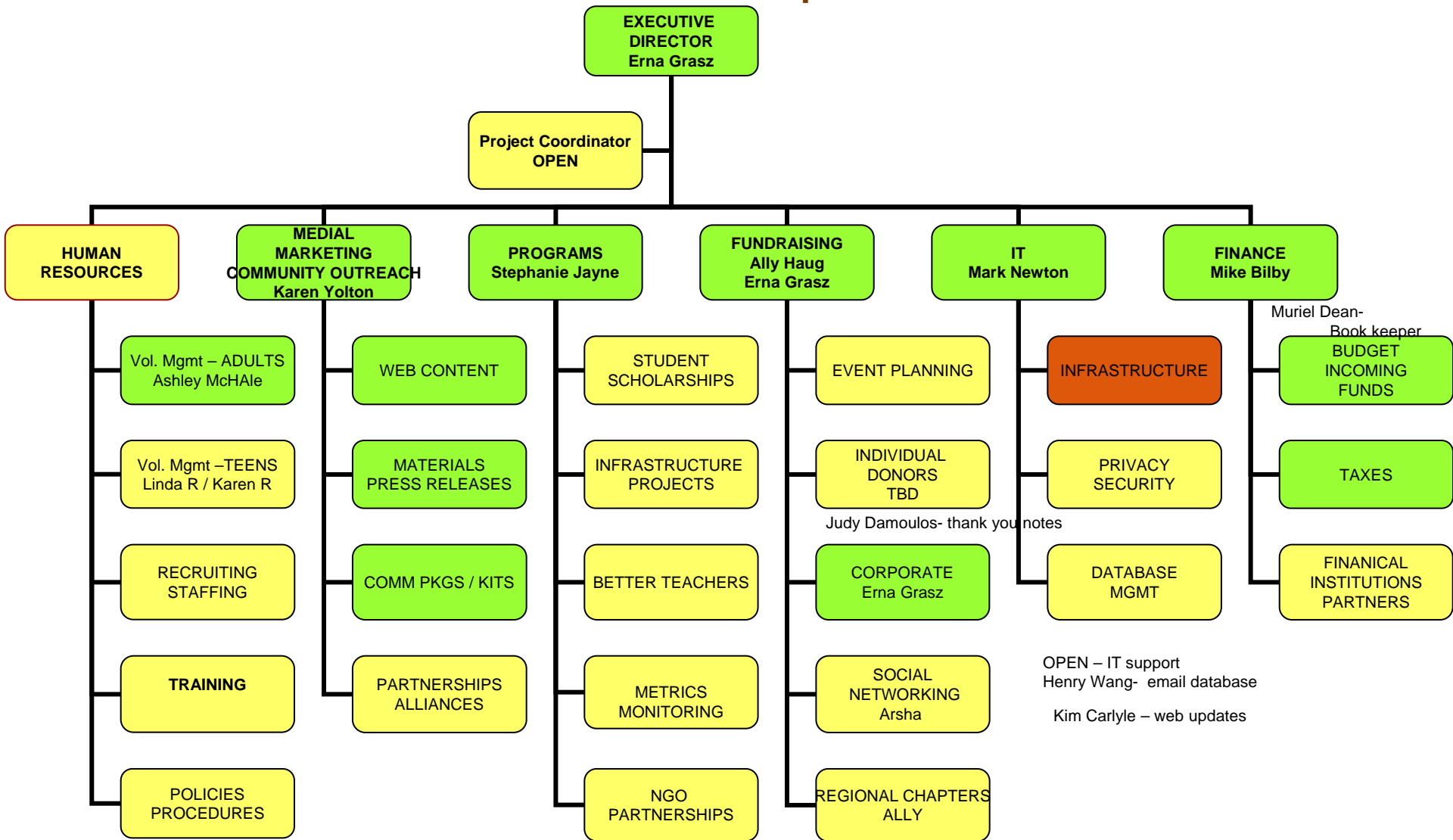
Quality Education for Children in East Africa



Get Involved!

www.asanteafrica.org
info@asanteafrica.org

Asante Africa Foundation Operations team



Volunteers needed on every level...

- **A few hours a month**
 - Host an event (birthday party, house party, etc)
 - Thank you notes
 - Office support
 - Be on a committee
- **A few hours a week**
 - Fundraising event planning
 - Data entry
 - Following up on contacts / requests for information
- **Leadership role**
 - Volunteer Manager / Coordinator
 - Fundraising work stream leader
 - Project management
 - Executive Admin support
- **Not Sure...**
 - Fill out a questionnaire, check out some of the job descriptions, and have a conversation with us

Current Priorities

Volunteers are needed for the following work, under the direction of the Operations Director for each area:

General

- Historian/Archivist
- Set up office infrastructure

Human Resources

- Volunteer Manager - Assistant
- Draft and manage policies and procedure

Marketing & Community Outreach

- Write newsletters, press releases
- Develop “message kits” for publicity, fundraising etc.
- Research and develop relationships with other organizations
- Support other teams’ communication needs

Programs

- Managing sponsor/student connections
- Liaison to other programs (e.g . mosquito nets for students)
- Project management tracking
- Child sponsorship project management
- Write progress reports and measure success
- Scheduling African visitor engagements

Finance

- Data entry for Salesforce.com

Fundraising (BIG NEED!)

- Jack of All Trades – Assistant
- Work team or project leaders (e.g. letter writing campaign; school liaison; Rotary and other service org connections etc.)
- Lead a GivingCircle—small, medium or large
- Team Leader and Team Members for events (small and large)
- Develop partnerships with funders
- Grant writing team member
- Development/Fundraiser Intern – 6 months

Information Technology

- Database management
- Update web site with others’ content
- Manage electronic distribution channels
- Maintain site tagging and other marketing support

Or something else you have in mind!