

Development & Impact Manager

Direct Report to CEO

Indego Africa has an immediate opening for a full-time Development & Impact Manager to support the organization's growing portfolio of donors and foundations and lead its monitoring & evaluation strategy.

Qualifications:

- Excellent writing skills, including the ability to target, draft, edit, and polish fundraising materials such as proposals, reports, and cultivation materials
- Attention to detail and strong editing skills
- Grant writing experience required
- Impeccable follow-through, handling multiple assignments and ability to meet deadlines
- Knowledge of fundraising information sources and prospect research
- Knowledge of basic fundraising techniques and strategies
- Proficiency in Microsoft Office and fundraising database systems (Salesforce preferred)
- Quick learner
- Values-driven and committed to Indego Africa's mission to empower artisan women in Africa
- Team player with willingness to pitch in where needed

Responsibilities:

- Understand the organizational history and current needs of Indego Africa, as well as the focus areas of various funding entities, and craft proposals that explicitly connect the two
- Write compelling proposal narratives, LOIs, applications, and grant reports for Indego's portfolio of grantors
- Prepare supporting documents, including program budgets, financials, and survey data, for grant proposals and reports
- Conduct prospect research to identify new funding opportunities, cultivate potential donors, and solicit new grants
- Ensure a strong pipeline of new foundation and corporate prospects through ongoing research
- Manage the grants calendar and ensure that proposals, reports, and other requirements are submitted on time and grant opportunities are adequately tracked
- Maintain current donor records in Salesforce database and update new records accordingly
- Solicit speaking engagements for CEO
- Support the CEO in stewardship of current donors, including written updates and other communication materials as requested
- Oversee design, implementation, and analysis of all monitoring & evaluation (M&E) via Survey Monkey including:
 - Ongoing programmatic assessments (Baseline and Follow-Up surveys)
 - Annual Social Impact Assessment
- Provide technical M&E support to teams in Rwanda and Ghana
- In collaboration with Director of Brand & Operating Strategy and Marketing & Communications Associate:
 - Create content for Annual & Social Impact Report and collaborate with Brand Director on design and publication
 - Plan and implement development events and campaigns
 - Contribute ideas and content for "Stories" (aka Blog) and Social Impact Newsletters via MailChimp

To Apply: Please email jobs@indegoafrica.org with (a) your resume and (b) a thoughtful cover letter with your salary requirements. Your name and the title of the position must be in the title of your attached documents. No phone calls please.