

## **Position: Administrative & Fundraising Support Volunteer**

Project Zawadi (PZ) is a small 501(c)3 non-profit organization based in St. Paul doing educational work in Tanzania. Project Zawadi's mission is to partner with communities, schools, and teachers to support quality education for Tanzanian children and youth. Services are delivered in Tanzania via a staff of 12 working in three program areas: Student Sponsorship, School Support (Model Schools), and Teacher Training (Tenda Teachers). Working from our home-base in the rural village community of Nyamuswa (located in the Mara region of northwestern Tanzania) Project Zawadi has a goal of significantly improving educational quality, safety, and access in our program areas. Visit PZ's website for more information: [projectzawadi.org](http://projectzawadi.org).

As a small organization with few staff, volunteers are essential to PZ's operations. Opportunities are flexible and can be tailored to the strengths and interests of each volunteer. All volunteer work can be done from home. Here are some areas where additional support is needed:

### **Communications**

- Assist with social media content
- Write stories for PZ's blog
- Write and distribute press releases

### **Fundraising**

- Donor prospect research
- Grant proposal writing
- Assist in or manage direct mail campaigns
- Reach out to lapsed donors
- Research and execute fundraising plans that utilize the faith-based community

### **Administrative**

- Update and manage organization database
- Other miscellaneous tasks as needed

Please contact Project Zawadi's Operations Manager, Brianna Darling, by email at: [brianna@projectzawadi.org](mailto:brianna@projectzawadi.org) if you have questions or are interested in joining our team as a volunteer.