African Family Health Organization (AFAHO)

4415 Chestnut Street; Suite 202, Philadelphia, PA 19104

Position: Development & Communications Assistant (1 opening)

The African Family Health Organization provides health and human services to African and Caribbean immigrants and refugees in the greater Philadelphia area. We are in search of a development assistant to assist the Executive Director with various development activities particularly around securing corporate support for our programs and assisting in the planning and implementation of our annual fundraiser.

Specific Duties: The Development Assistant will assist with:

- Developing relationships with potential corporate sponsors and completing short grant applications for corporate sponsors;
- Assisting with the annual fundraiser in terms of securing raffle and silent auction items and event sponsorships;
- Participating in the planning and organizing of the fundraiser
- Maintaining database of ticket, ad, raffle items and sponsorship sales
- Sending out thank you letters
- Updating AFAHO’s web-site and social media sites to increase awareness of the organization’s work.

Qualifications:

- Excellent interpersonal and written communication skills are required. The successful candidate will demonstrate strong writing skills with the ability to write for varied purposes, such as marketing and grant-writing, and varied platforms, such as social media, e-newsletters, and web.
- Strong applicants will also demonstrate exemplary organizational skills, including attention to detail, the ability to plan ahead, and the ability to prioritize tasks effectively.
- Event management experience is strongly preferred.
- Excellent computer skills.
- Able to work independently and take the initiative to get tasks done.
- Comfortable initiating and developing new partnerships/connections.

Time Commitment: 8-10 hours per week – Flexible Scheduling

Easily accessible by Septa.