

Resource Mobilisation & Fundraising Officer at Bible Society of Ghana

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Company: Bible Society of Ghana

Location: Ghana

Category: business-and-financial-operations

Job Purpose

- To identify and develop relationships to support BSG fundraising activities

Key Responsibilities

- Develop and execute comprehensive fundraising strategies, methods and campaigns
- Identify potential funding resources, potential donors and creatively plan to pursue them
- Build and maintain very fruitful relationships with existing donors, corporate sponsors, foundations and other funding entities
- Apply for grants from foundations, government agencies, corporate institutions and other grant-making organisations, which align with BSG's vision, mission and values
- Identify and court the signature donors (six-digit donors)
- Implement donor recognition and stewardship programmes to acknowledge and retain existing donors
- Participate in the other activities of the departments and BSG such as Bible week celebrations

Qualification Required & Experience

- A 1st Degree from a recognised University and in a relevant discipline and a minimum of 4 years work experience
- Must be a go-getter and results oriented
- Excellent written and verbal communication, presentation and negotiation skills including tact and diplomacy
- Good planning, analytical, organisational, interpersonal and team working skills.

- Ability to prioritize competing tasks and deliver on deadlines
- Proficiency in the use of Microsoft Office suite and other applications
- Ability to pay attention to detail
- Must have a valid driver's license with minimum of 2 years driving experience
- Confidentiality and integrity being truthful, trustworthy and reliable

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