



Volunteer Opportunity: True Vision Ghana Donor Relations Coordinator

April 2013

True Vision Ghana (TVG) is a non-profit organization working to promote the realization of rights of underprivileged children impacted by HIV/AIDS. We hope to reduce the impact and stigma of HIV/AIDS in Ghana and to support those impacted by HIV/AIDS to live in dignity with equal access to resources and treatment. In Ghana, TVG helps to reduce the impact of HIV/AIDS through community capacity-building including treatment, prevention, education, and the economic empowerment of youth and caregivers in Northern Ghana. In Canada, TVG is a volunteer-run organization that works to raise money to support True Vision Ghana to achieve their mission and vision.

We have opportunities for you to support this important work connecting local initiatives to global issues! In Canada, True Vision Ghana is currently looking for a **Donor Relations Coordinator** to work closely with our team to grow our donor base, manage donor information, communicate with existing donors, and manage relationships.

Qualifications:

- Experience in donor relations and fund development.
- Excellent verbal communication skills and ability to engage donors via phone calls and email.
- An interest in, commitment to, and passion for the shared goals and vision of TVG Canada and the TVG field team in Ghana.
- An understanding of, and ability to communicate, issues related to HIV/AIDS.

Deliverables:

- Regularly communicate with donors to discuss new projects or updates from the field.
- Coordinate and send out thank you emails and cards to regular donors.
- Ensure that donors' concerns are being addressed by the proper authorities in the organization.
- Manage donor relationships and expectations to reinforce TVG's strategic direction and perspective.
- Reach out to new audiences in order to build TVG's donor base.

Time Commitment:

Minimum 2 hours per week with a commitment to stay in the role for one year. Hours are highly flexible and can be completed from home and on your own schedule.

Accountability:

The TVG Donor Relations Coordinator will be accountable to the Canadian Director, Evelyn Tanaka, to ensure that relationships with donors are being documented and tracked effectively and that donor base is being built for the organization.

Benefits & Recognition:

- You will have the opportunity to develop your communication and fund development skills, share your perspectives and passion for HIV/AIDS prevention, and engage Canadians in valuable conversations on this important global issue.
- You will be credited as TVG's Donor Relations Coordinator and, after 4 months, TVG board members can, upon request, provide a letter of recommendation and serve as a reference if appropriate.

Contact:

If interested, please submit a short (250 word) statement of interest as well as a short description of your qualifications to the TVG Canada Board of Directors at canada@truevisionghana.org. Please contact the board if you have any questions.