

OUTSTANDING VOLUNTEER CAREER OPPORTUNITIES

(EXTERNAL CANDIDATES)

Vital Crest Foundation is a women-led nonprofit driving locally rooted, cross-sector solutions to Africa's climate and ecological challenges. We connect people, ideas, and action to advance climate justice, regenerate nature, strengthen civic voice, and build skills for green and resilient livelihoods. Vital Crest was created as a platform to uplift, amplify, and enable positive change—placing people and the planet at the centre of leadership and action.

1. MANAGER COMMUNICATIONS AND ADVOCACY

The Manager Communications and Advocacy will report to the Executive Director and he/she will develop and implement effective communications and advocacy strategies that promote Vital Crest Foundation's mission, values, and programs, and drive organizational growth and impact.

Specific responsibilities include: -

1. Communications Strategy.

- Crafting key messages and branding guidelines
- Developing and implementing communications plans to reach target audiences
- Building and maintaining relationships with media, stakeholders, and partners

2. Team Management.

- Supervise and mentor the subordinates to ensure effective implementation of

communications and advocacy strategies.

- Providing guidance and support to team members
- Setting performance goals and objectives
- Conducting regular performance evaluations

3. Media Relations.

- Build and maintain relationships with media outlets and journalists to secure coverage of Vital Crest Foundation's work.
- Pitching stories and press releases to media outlets
- Responding to media inquiries and requests for interviews
- Developing and maintaining a media list and tracking media coverage

4. Advocacy and Policy

- Develop and implement advocacy strategies to influence policy and promote Vital Crest Foundation's mission.

- Analyzing policy developments and identifying opportunities for advocacy.
- Building and maintaining relationships with policymakers, stakeholders, and partners.
- Developing and implementing advocacy campaigns to drive policy change.

5. Partnership Development.

- Identifying and pursuing partnership opportunities.
- Building and maintaining relationships with partners.
- Developing and implementing partnership strategies.

6. Branding and Social Media

- Work with the Branding and Social Media Officer to develop and implement branding and social media strategies that promote Vital Crest Foundation's mission and values.
- Developing and implementing branding guidelines

- Creating and curating social media content
- Building and maintaining social media presence

7. Crisis Communications.

- Developing crisis communications plans and protocols
- Responding to crises and managing communications with stakeholders and media
- Identifying and mitigating risks associated with crisis communications

Minimum academic qualifications,

Experience & competence

- A Bachelor's Degree in any related discipline
- At least two years experience in a leadership role, marketing, communications advocacy and brand management.
- Experience working with NGOs or related fields is an added advantage.

2. PARTNERSHIPS AND FUNDRAISING OFFICER

The Partnerships and Fundraising Volunteer will report to the Manager Partnerships and Fundraising and line. He/She will be responsible for expanding Vital Crest's networks and resource base by identifying potential partners, supporting fundraising efforts, and helping to develop materials that showcase the origination's impact and vision.

Specific responsibilities include: -

- Research and map prospective partners across government, civil society, and the private sector.
- Assist in the development of fundraising proposals, donor briefs, and partnership pitches.
- Maintain a database of partners, funders, and donor engagement activities.
- Support relationship management by preparing updates, thank-you letters, and impact stories for donors.
- Collaborate with programme teams to ensure fundraising materials reflect organizational priorities and impact.

- Contribute ideas for innovative partnerships and resource mobilisation strategies.

Minimum academic qualifications, Experience & competence.

- A Bachelor's Degree in any related discipline
- At least two years experience in partnership management, proposal writing, grants and fundraising
- Experience working with NGOs or related fields is an added advantage.

3. BRANDING AND GRAPHICS OFFICER.

The Branding and Graphics Volunteer will report to the Manager of Communications and Advocacy and will play a central role in shaping and maintaining Vital Crest's visual identity by designing creative materials, ensuring brand consistency across all outputs, and supporting campaigns with high-quality visuals that reflect the organisation's values and mission.

Specific responsibilities include: -

- Design graphics, templates, and layouts for reports,

presentations, social media, and promotional materials.

- Ensure all materials are consistent with Vital Crest's brand guidelines and values.
- Support development of infographics and visual storytelling products to communicate impact and research.
- Collaborate with the Social Media and Content Volunteer to produce digital content.
- Contribute creative ideas for campaigns, events, and advocacy initiatives.
- Maintain and update the organisation's visual assets and templates.

Minimum academic qualifications, Experience & competence.

- Any academic qualifications in related fields.
- At least 1 year experience.
- Work samples / portfolio.

4. COMMUNICATIONS: CAMPAIGNER.

The Communications: Campaigner Volunteer will report to the Manager Communications and Advocacy will

support the design and delivery of public awareness and advocacy campaigns that advance Vital Crest Foundation's mission in climate justice, sustainability, and inclusive development.

Specific responsibilities include: -

1. Campaign Strategy and Delivery

- Support the development and implementation of campaign strategies in collaboration with programme teams and partners.
- Plan, coordinate, and deliver both digital and offline campaigns aligned with the organisation's mission.
- Create and adapt campaign materials including messages, toolkits, visuals, and multimedia content.
- Assist in monitoring campaign progress and evaluating engagement outcomes.

2. Content Creation and Social Media Management

- Create engaging written, visual, and multimedia content for social media and digital platforms.

- Support management of Vital Crest Foundation's social media presence by curating, scheduling, and posting campaign content.
- Monitor analytics and provide insights to improve communication reach and effectiveness.

3. Community Engagement and Stakeholder Mobilisation

- Mobilise youth, schools, community leaders, and organisations to participate in campaigns and outreach events.
- Build and maintain relationships with key stakeholders, including community partners and local authorities.
- Support event coordination such as clean-up drives, awareness walks, or public dialogues.

4. Partnerships and Fundraising Support

- Contribute to mapping and engaging potential campaign partners, including youth networks, schools, and NGOs.
- Support preparation of partnership briefs, concept notes, or simple fundraising pitches.
- Help identify opportunities to align campaigns with broader organisational initiatives and donor interests.

5. Media and Public Relations

- Support media engagement by preparing press briefs, media lists, and story pitches.
- Help document campaign events and success stories for publication and media use.

- Contribute to drafting articles, blog posts, and newsletters highlighting campaign progress.

6. Monitoring, Evaluation, and Learning

- Track and document campaign activities, outputs, and engagement metrics.
- Support preparation of short post-campaign summaries or reflection reports.
- Provide feedback and suggestions for improving future campaigns.

Minimum academic qualifications, Experience & competence.

- A Bachelor's Degree / Diploma in any related discipline
- At least one year experience in partnership management, proposal writing, grants and fundraising

- Experience working with NGOs or related fields is an added advantage.

To Apply:

If you believe you have the necessary skills, experience and desire to make a difference, then apply immediately and send a detailed CV. Interested candidates should forward their applications to the **MANAGER PEOPLE & CULTURE** via email: hr@vitalcrest.org not later than **December 12, 2025.**

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED



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Big changes start small; in collective efforts, everyday actions, and shared hopes.