



## **Vacant volunteering or internship positions**

Established in 2016, Ngoma y' Africa Cultural Center (NACC) is a private, nonprofit organization under Section 501(c)3 of the IRS Code and aims to create a safe environment where different cultures come together and participate in activities that will create a support network for African descents from Utah and around the world, understand others, and build a broader global community.

### **TO APPLY**

Email resume and cover letter to [ngomayafricaculturalcenter@gmail.com](mailto:ngomayafricaculturalcenter@gmail.com). Applications may be submitted until the position is filled.

### **MARKETING DIRECTOR (2 hours per week - PAID \$20/h)**

#### **Position General Description**

We are looking for a well-organized, self-motivated, reliable and experienced Marketing person to:

- a. Collaborate with the Executive Director and the Board of Directors to develop communications and social media strategies that will broaden programmatic reach and deepen impact.
- c. Develop and refine NACC "core" image/branding and messages on social media to ensure organizational consistency and collaborate with the Marketing Director.
- b. Manage the website and advertise for upcoming events including on social media.
- c. Serve as executive editor for the organization's website.
- d. Assume other duties as the Board Chair designates.

#### **Minimum Qualifications**

- Previous experience in Marketing and social media management
- Interpersonal and communication skills
- Proficient in the following programs: Facebook, Twitter, Instagram, LinkedIn

- Interest in the organization's core mission: *"to preserve and increase understanding of African cultures through the arts such as storytelling, languages, music, dance, and other educational experiences."*

## **Skills**

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems

**Education:** Min. Associates Degree or equivalent experience

## **PUBLIC RELATIONS DIRECTOR (2-5 hours per week - VOLUNTEER)**

### **Position General Description**

We are looking for a well-organized, self-motivated, reliable and experienced Public Relations person with a strong interest in the organization's core mission: *"To educate the community about African cultures through the Arts such as storytelling, languages, music, dance, and to create a support network for African descent families in Utah."*

This position reports to the Executive Director.

### **Roles and responsibilities**

- Develop and refine NACC "core" messages to ensure organizational consistency and to perfect a vision statement defining the purposes and philosophy of the organization.
- Plans effective use of media through press releases and participation in community activities.
- Manages volunteers and organizes activities to recruit new volunteers and events designed to reward faithful volunteers.
- Be the spokesperson during performances, events, and public appearances.
- Work with the CEO and community to facilitate service opportunities.
- Maintain a list of organization's external contacts and communicate monthly with them.
- Collaborate with the CEO and Director of Programs on social media strategies.
- Uses PR technology tools to monitor and report on news related to the organization and its mission including social media tools

- Stays current with the latest local, national and international efforts and public policies related to the organization
- Reports on PR effort outcomes, such as number of on-air appearances, number of pitches made, number of articles written, etc.
- Manages social media and Ubuntu series podcast and reports on outcomes
- Work with the CEO and other leadership to ensure they are articulating the mission and have the latest information about topics at hand. May also coordinate their on-air appearances and write speeches for them.
- Assume other duties as the Chair designates.

### **Minimum Qualifications**

- Previous experience in Marketing and/or Social Media Management
- Ability to communicate persuasively, both orally and in writing.
- Good judgment, creativity and an enthusiastic attitude.
- Ability to establish and maintain effective personal relationships.

### **Skills**

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems
- Must have good English reading and writing skills, strong communication and organizational skills, knowledge of computers and records management

**Education:** Min. Bachelor Degree or equivalent experience

### **DEVELOPMENT DIRECTOR (5-8 hours per week - VOLUNTEER)**

#### **Position General Description**

We are looking for a dynamic Director of Development to elevate both the awareness for the organization and strengthen community support. The individual will lead efforts to design and implement a comprehensive fundraising strategy with a focus on expanding awareness in the community and building support amongst individual donors, especially major gift prospects. This position reports to the Executive Director.

## **Roles and responsibilities**

- Develop the strategy and operational capacity of the organization.
- Help create a culture of philanthropy amongst staff and Board.
- Create and implement an annual strategic fundraising plan that supports the vision of the organization and is responsive to various funding sources.
- Develop an annual list of prospects and generate expected revenue for annual budgeting.
- Provide leadership for planning, creating, and executing all fundraising activities including an annual campaign; foundation grants; corporate giving; major donor identification, cultivation, solicitation, acknowledgement, and stewardship; and special events.
- Prioritize major gifts and lead the CEO and Board in major donor activities.
- Provide fundraising leadership to the Board of Directors, including attending Board meetings, facilitating Board training, identifying prospective donors and managing Board giving.
- Oversee all organization strategy and implementation including organization relations and private grant writing.
- Oversee all fundraising-related event planning and execution.
- Manage and develop grant-writing functions

## **Minimum Qualifications**

- Previous experience in Fundraising and Nonprofit Resources Development
- Ability to communicate persuasively, both orally and in writing.
- Experience with Canva or other print/online media development software preferred