

DICOTA Open Volunteer Positions October 2025

Hello - thank you for your interest. We have several open positions as follows:

[Treasurer – Executive Committee Member](#)

[Deputy Treasurer & Fundraising Manager – Executive Committee Member](#)

[Deputy Secretary – Executive Committee Member](#)

[Policy Associate – Diaspora Policy Committee Coordinator](#)

[Project Manager – Diaspora Wekeza 360](#)

[Design & Sales Associate – Soko255](#)

[Office of the President Coordinator](#)

Benefits of Serving with DICOTA

Volunteering with DICOTA offers a unique opportunity to grow both personally and professionally while making a meaningful impact in the Tanzanian diaspora community. As a DICOTA leader or volunteer, you will:

- Develop valuable skills in leadership, fundraising, strategy, communications, and project management through real-world experience.
- Learn continuously by working alongside experienced professionals and engaging in diverse initiatives spanning policy, finance, culture, and development.
- Expand your network by connecting with influential diaspora members, Tanzanian institutions, U.S.-based partners, and international organizations.
- Strengthen your CV or professional profile through service in a recognized national diaspora organization with global reach.
- Be part of a vibrant community, contributing to initiatives that empower Tanzanians abroad and strengthen ties with home.

Serving with DICOTA is not just volunteer work — it's a pathway to leadership, lifelong connections, and purpose-driven growth.

Treasurer – Executive Committee Member

Position Title: Treasurer (Executive Committee Member)

Reports To: DICOTA President | Executive Committee

Committee: Finance Committee

Status: Elected/Appointed Volunteer | Estimated 8–12 hours/month

Position Summary:

The Treasurer serves as the principal financial officer of DICOTA and a member of the Executive Committee. This leadership role ensures proper financial management, accountability, and compliance with nonprofit financial regulations at state and federal level. The Treasurer oversees budgeting, financial reporting, and provides strategic financial advice to support DICOTA's sustainability and growth.

Key Responsibilities:

- Oversee receipt, safekeeping, and disbursement of all DICOTA funds
- Maintain accurate and up-to-date financial records in accordance with best practices
- Prepare and present regular financial reports to the Board and Executive Committee
- Lead preparation of the annual organizational budget
- Ensure compliance with all applicable nonprofit tax and financial reporting obligations (e.g., IRS Form 990 and Charitable Organization Annual Report Form by the Minnesota Attorney General's Office Charities Division)
- Process tax exemption certifications, as needed.
- Submit reports and payments for state withholding sales tax.
- Manage bank accounts, reconcile transactions, and oversee payments to vendors, reimbursements, and income tracking (e.g., from memberships, events)
- Support financial aspects of fundraising proposals and sponsorship agreements
- Participate in strategic planning, audit preparation, and financial policy updates

Preferred Qualifications and Skills:

**We don't expect people to have all or any of these experiences, however, we are looking for someone who has some financial experience and also interested to learn.

- Experience in finance, accounting, or financial oversight
- Familiarity with budgeting, bookkeeping tools, and reconciliation
- Integrity, discretion, and a strong commitment to transparency
- Ability to prepare clear, board-friendly financial summaries
- Prior board service or volunteer/non-profit financial management experience a plus

Deputy Treasurer & Fundraising Manager

Position Title: Deputy Treasurer | Fundraising Manager (Volunteer)

Reports To: Treasurer

Status: Volunteer | Estimated 4–5 hours/month

Position Summary:

The Deputy Treasurer | Fundraising Manager serves as the lead coordinator for DICOTA's resource mobilization efforts. This volunteer role is central to ensuring the financial sustainability and growth of DICOTA's programs and initiatives. The Manager will oversee fundraising campaigns, cultivate individual giving, support grant writing, and help expand revenue streams. This position combines creativity, strategy, and relationship-building to strengthen DICOTA's impact and visibility within the Tanzanian diaspora and beyond. In addition to leading fundraising activities, the Deputy Treasurer provides **back-up support to the Treasurer** and assumes their responsibilities during periods of absence to ensure seamless financial operations.

Key Responsibilities:

- Develop and implement a fundraising strategy that integrates individual giving, digital campaigns, grants, and merchandise sales.
- Coordinate and execute fundraising campaigns throughout the year, including annual appeals, Giving Tuesday, and special events.
- Build and maintain relationships with individual donors, sponsors, and partners, ensuring timely engagement and stewardship.
- Support the design and submission of grant proposals to philanthropic foundations, diaspora funds, and institutional donors.
- Collaborate with the Communications and Programs teams to develop compelling donor messages, success stories, and campaign visuals.
- Monitor and report on fundraising progress, donor metrics, and income targets.
- Provide oversight and coordination of Soko255 merchandise sales, exploring creative ways to align store proceeds with fundraising goals.
- Research potential funding opportunities and maintain a grants and donor database.
- Prepare donor acknowledgment letters, progress updates, and impact summaries for Board and external communications.
- **Serve as Acting Treasurer** in the Treasurer's absence, including overseeing financial transactions, approvals, and reporting as authorized.

Preferred Qualifications and Skills:

We don't expect applicants to have all these experiences — we welcome learners with passion and initiative.

- Background or strong interest in fundraising, communications, nonprofit management, or business development.
- Excellent writing, presentation, and interpersonal skills.
- Experience in individual giving campaigns, online fundraising, or e-commerce a strong plus.
- Familiarity with grant writing and donor relations preferred.

- Ability to manage multiple projects and meet deadlines in a volunteer-driven environment.
- Familiarity with financial recordkeeping or budgeting preferred.
- Ability to work collaboratively in a volunteer-led environment and manage multiple priorities.
- Creative thinker with a collaborative spirit and commitment to DICOTA's mission of empowering the Tanzanian diaspora.

Deputy Secretary – Executive Committee Member

Position Title: Deputy Secretary (Volunteer)

Reports To: Secretary

Committee: Executive Committee

Status: Volunteer | Estimated 6–8 hours/month

Position Summary:

In accordance with the DICOTA Bylaws, the Deputy Secretary supports the Secretary, whose primary role is to manage the organization's internal communications, records, and documentation. The Deputy Secretary serves as Acting Secretary in the Secretary's absence and also acts as a signatory in the absence of the Assistant Treasurer.

The Deputy Secretary additionally leads Communications and Marketing functions for DICOTA. This includes the planning, development, and implementation of strategies that strengthen the organization's visibility, brand, and engagement with members, partners, and the broader Tanzanian diaspora community.

Key Responsibilities:

- Serve as Acting Secretary during the Secretary's absence, ensuring continuity of documentation, communication, and administrative processes.
Develop and implement a comprehensive marketing, communications, and public relations strategy that aligns with DICOTA's mission, values, and strategic priorities.
- Enhance DICOTA's visibility, reputation, and engagement among members, the Tanzanian diaspora in the U.S., and partners in Tanzania.
- Produce and manage key communications materials, including newsletters, press releases, social media content, event promotions, and official publications.
- Cultivate and maintain media relationships, proactively engaging with journalists, diaspora platforms, and media outlets to promote DICOTA's work.
- Lead the development of multi-channel marketing strategies, including digital media, print, and event-based outreach.
- Serve as custodian of DICOTA's brand identity, ensuring consistent and high-quality representation across all print and electronic materials (e.g., logo, templates, stationery, and brochures).
- Build and manage systems for tracking, analyzing, and reporting on communications and marketing performance.

- Coordinate and support virtual and in-person events, including publicity, outreach, and post-event visibility.
- Manage DICOTA's digital channels, including the website and social media handles, ensuring timely updates and alignment with the organization's voice and tone.
- Support member engagement, retention, and growth efforts as part of DICOTA's Membership Engagement, Retention, and Growth (MERG) strategy.

Preferred Qualifications and Skills

We don't expect candidates to have all these qualifications — we value initiative, professionalism, and a willingness to learn.

- Background or strong interest in communications, marketing, public relations, or administration.
- Excellent writing, editing, and interpersonal communication skills.
- Strong organizational skills and attention to detail.
- Experience with social media management, website content, or digital marketing tools (e.g., Canva, Mailchimp, WordPress) preferred.
- Ability to build relationships with media, partners, and community stakeholders.
- Demonstrated creativity and ability to manage multiple priorities in a volunteer-led environment.
- Familiarity with Google Workspace (Docs, Sheets, Calendar), Zoom, and social media platforms.
- Commitment to DICOTA's mission and passion for advancing the Tanzanian diaspora's engagement and visibility.

Policy Associate – Diaspora Policy Committee Coordinator

Position Title: Policy Associate (Volunteer)

Reports To: Chair, Diaspora Policy Committee (to be appointed)

Committee: Diaspora Policy Committee

Status: Volunteer | Estimated 6–8 hours/month

Position Summary:

The Policy Associate serves as the administrative coordinator of DICOTA's Diaspora Policy Committee. This role supports the development and implementation of a focused diaspora policy advocacy agenda while ensuring strong committee operations. The Associate also plays a key role in research, partner coordination, and tracking policy shifts that affect diaspora communities in both Tanzania and the United States.

Key Responsibilities:

- Coordinate the development, refinement, and periodic review of DICOTA's diaspora policy advocacy agenda
- Serve as Secretariat for the Diaspora Policy Committee—scheduling meetings, preparing agendas, taking minutes, and tracking follow-up actions

- Support the design of an advocacy strategy and action plan with measurable outcomes
- Monitor policy developments in both Tanzania and the U.S. that affect diaspora communities, and bring relevant updates to the committee for discussion
- Conduct research and provide background briefs to inform committee decision-making
- Facilitate collaboration and liaison arrangements with Legal Services Facility (LSF) and other on-the-ground diaspora policy partners in Tanzania
- Coordinate stakeholder inputs and help align efforts with national and regional diaspora engagement initiatives
- Draft summaries, updates, and briefing materials for the Board or external engagements

Preferred Qualifications and Skills:

***We don't expect people to have all or any of these experiences, however, we are looking for someone who is interested to learn.*

- Background in public policy, international relations, law, or development studies
- Excellent research, writing, and organizational skills
- Knowledge of Tanzania's policy landscape and diaspora affairs a strong asset
- Experience in policy and legislative policy is a plus
- Ability to engage with diverse stakeholders and maintain confidentiality where needed
- Experience supporting coalitions, taskforces, or volunteer committees preferred

Project Manager – Diaspora Wekeza 360

Position Title: Project Manager – Diaspora Wekeza 360 (Volunteer)

Reports To: DICOTA President

Initiative: Diaspora Financial Empowerment

Status: Volunteer | Estimated 6–10 hours/month

Position Summary:

The Project Coordinator is responsible for the coordination of DICOTA's Diaspora Wekeza 360 initiative—an evolving platform designed to promote intentional wealth-building, financial literacy, and economic empowerment among Tanzanian diaspora members. The role includes organizing activities and events (book clubs, mastermind groups, webinars), managing participant engagement, and supporting ongoing rebranding efforts.

Key Responsibilities:

- Lead coordination of Diaspora Wekeza 360's activity calendar, including Book Club sessions, mastermind meetings, and webinars
- Support the rebranding of the Diaspora Wekeza 360—ensuring alignment of messaging, visuals, and outreach
- Facilitate logistics for virtual events: scheduling, speakers, registration, reminders, and follow-up
- Track participation and feedback to improve future sessions and community relevance

- Maintain communication through Diaspora Wekeza 360 WhatsApp groups, mailing lists, and Zoom links
- Work with the communications team to promote events and create compelling announcements
- Help document lessons learned and success stories for impact reporting

Preferred Qualifications and Skills:

- Strong organizational and time management skills
- Experience planning or facilitating virtual events or group sessions
- Interest in personal finance, wealth-building, or entrepreneurship
- Comfort using tools like Zoom, Google Drive, and Canva
- Familiarity with Tanzanian diaspora community dynamics a plus

Design & Sales Associate – Soko255

Position Title: Design & Sales Associate (Volunteer)

Reports To: DICOTA President

Platform: Soko255 (Online Cultural Shop)

Status: Volunteer | Estimated 6–8 hours/month

Position Summary:

The Design & Sales Associate supports the operations and promotion of Soko255—DICOTA’s online-only cultural e-commerce platform that features merchandise co-created with Tanzanian and diaspora artists. The role blends digital sales strategy, creative engagement, and cultural storytelling while facilitating artist collaboration through consignment agreements.

Key Responsibilities:

- Support the day-to-day sales operations and digital promotion of Soko255 merchandise
- Help design and launch product campaigns in collaboration with the communications team
- Identify and coordinate with Tanzanian and diaspora artists and creatives whose work can be featured on merchandise
- Draft, facilitate, and manage consignment agreements with artists, tracking inventory and payout schedules
- Maintain accurate product records and artist information
- Assist in storytelling around products and collections (e.g., Swahili proverbs, cultural themes)
- Monitor online sales performance, customer feedback, and marketing analytics
- Provide input into product development cycles and restocking needs

Preferred Qualifications and Skills:

- Strong interest in Tanzanian culture, heritage, and creative expression

- Experience with digital sales, retail promotion, or e-commerce tools (e.g., Shopify, Etsy)
- Clear communication and coordination skills, especially when working remotely
- Visual design or content creation skills (Canva, Illustrator, Photoshop, etc.) a plus
- Experience working with artists, vendors, or cooperative sales models beneficial

Office of the President Coordinator

Position Title: Office of the President Coordinator (Volunteer)

Reports To: DICOTA President

Platform: Executive Committee

Status: Volunteer | Estimated 3–5 hours/month

Position Summary:

The Office of the President Coordinator provides essential administrative, communication, and coordination support to the Office of the President of DICOTA. This volunteer role ensures smooth operations, effective follow-up on priorities, and alignment between the President's agenda and the work of other leaders, committees, and members. The Coordinator plays a key role in managing communications, tracking progress on the organizational workplan, and supporting the successful execution of member meetings and strategic initiatives.

Key Responsibilities

- Provide administrative and logistical support to the President, including scheduling, calendar management, meeting preparation, and documentation.
- Manage official correspondence and communications from the Office of the President, ensuring consistency and timely responses.
- Coordinate with DICOTA leaders, committees, and taskforces to support implementation of the annual workplan and strategic initiatives.
- Assist in organizing member meetings and forums, including preparing agendas, taking minutes, tracking action items, and ensuring follow-up.
- Support the planning and preparation of Board and partner engagements, including background briefs, presentations, and talking points.
- Track progress on key deliverables and provide updates to the President to ensure accountability and timely execution.
- Preparing monthly reports to members.
- Represent the Office of the President during internal or external meetings as needed.
- Contribute to strengthening internal systems that improve coordination, communication, and alignment across DICOTA's leadership structure.

Preferred Qualifications and Skills

We don't expect candidates to have all these qualifications — we value initiative, professionalism, and a willingness to learn.

- Background or strong interest in administration, nonprofit management, communications, or leadership support.
- Excellent organizational, writing, and interpersonal communication skills.
- Strong coordination and follow-up abilities with attention to detail and consistency.
- Experience supporting senior leadership or managing multiple priorities within a volunteer or nonprofit context preferred.
- Proficiency in Google Workspace (Docs, Sheets, Calendar), and Zoom.
- Ability to work collaboratively and maintain discretion and diplomacy.
- Commitment to DICOTA's mission and passion for advancing the Tanzanian diaspora's engagement and impact.