UHAI EASHRI
VACANCY NOTICE

PARTNERSHIPS AND COMMUNICATION OFFICER

About UHAI EASHRI

UHAI was established in 2009, as Africa's first indigenous activist fund for and by sex workers, and sexual and gender minorities. We are activists resident in a region where our identities are criminalised; public opinion on sexual and gender diversity is adverse; and governments actively shutter down organising efforts to preserve life and health. Our support purposes to address poverty, violence, and disease; and ensure education, employment, and housing are accessible to all. We fund through a participatory and inclusive approach where our grants are decided by the very communities who fight oppression, inequality, and injustice daily.

Located in, and led by the communities we serve, we are at once a fundraiser and grantmaker dedicated to seeding and sustaining civil society in 7 states in Eastern and Central Africa: Burundi, Democratic Republic of Congo (DRC), Ethiopia, Kenya, Rwanda, Tanzania, and Uganda. We also fund, and partner with pan-African organising and philanthropy within and allied to our movements.

Position Summary

Reporting to the Co-Executive Directors, the Partnerships and Communication Officer stewards UHAI's fundraising and reporting, ensuring ongoing funding support; and leads philanthropic partnerships and advocacy, identifying and cultivating relationships and collaborations. They also continuously develop, review, maintain, and execute communication that builds knowledge on UHAI's impact and support.

Job Description

Institutional Fundraising

Implement institutional fundraising, growing for UHAI a diverse pool of support from bilateral and multilateral agencies, private, public, corporate, community and family foundations, including by:

● Exploring all fundraising channels and streams for new donor acquisition
● Continuous review and deployment of UHAI's partnerships and communication policy and budget
● Establishing and implementing tracking procedures for each fundraising program/channel and ensure that fundraising targets are met.
● Development of quality and compelling concepts, proposals, and donor reports through the year
● Responding to and monitoring funder due diligence, assessments, and evaluation requirements to provide UHAI's leadership and programme staff advice on donor compliance and adherence
● Managing a requests and reporting calendar and tasks manager for fundraising; a digital reference archive for past requests, contracts, and reports; and access privileges for donor accounts
● Prospecting, recruiting, and cultivating donors, by sharing knowledge on UHAI's value and impact
● Planning and executing small and large scale donor meeting and engagement activities, including convening global donors at UHAI's biennial Changing Faces, Changing Spaces conference
● Representing UHAI Co-Executive Directors, at their request, at fundraising meetings and calls
Individual Giving

Provide input and support to individual giving in the US, UK, and progressively globally, including by:

- Designing, and implementing donor cultivation campaigns, concepts, and case statements
- Stewardship, solicitation, and prospecting individual donors
- Producing donor cultivation events and benefits throughout the year
- Supervising development consultants and suppliers
- Providing requested support to the UHAI EASHRI's fundraising Board and host committees
- Developing dynamic and effective communication assets targeting individual donors
- Supporting operational processes in individual giving, including fundraising software management, filing systems, donor identification, cultivation, tracking and contact, gift processing and acknowledgments, donor benefits and fulfillment, and direct mail campaigns

Communication, Documentation and Reporting

- Coordinate development and distribution of print and digital communication assets (funding asks, newsletters, and web and social media copy), ensuring integrity for UHAI's brand, and messaging
- Review grantmaking data in order to identify and develop compelling stories of impact, and strategic analyses and highlights that uplift the issues and work of our constituents
- Lead development and publication of visual and audio content, including procuring consent from subjects, managing script development and production, and ensuring quality delivery
- Continuously develop and review risk management and security planning occasioned by UHAI's communication agenda
- Support UHAI's Co-Executive Directors in public relations and media engagement, as appropriate

Partnership Building, and Philanthropic Advocacy

- Support development, review, and implementation of research, dialogue and speaking engagement, writing, and advocacy for UHAI's engagement in donor networks and affinity groups we are part, towards increasing the quality and quantity of support to LGBTQI and sex workers' rights organising in East and Central Africa, and around the Global South and East
- Identify, grow, and maintain strategic collaborations with other activist-led and participatory grantmakers, and mission-aligned organisations to drive increased resourcing for our movements

Staff Supervision

- Supervise, mentor and cultivate staff and associates in UHAI's partnerships and communication team to meet their individual goals in service of the team's work plan, as well as contribute to the cultivation of their expertise, interests, and skills

Person Specification

The ideal candidate will, as far as possible:

- bring aligned career experience, preferably from a human rights, social justice, and/or sexual and reproductive health civil society or foundation setting, and with at least 5 years experience;
- have a minimum of bachelor's degree;
- have staff management experience;
- have demonstrable, advanced experience working with, and established relationships and access to, LGBTQI and sex workers’ rights organising and/or philanthropy in East and Central Africa, including by residence and activist engagement;
- have enthusiasm for and skills in cultivating relationships, steadily supplying them value;
- have excellent command of written and spoken English, and strong interviewing and storytelling skills (additional literacy in French and Kiswahili would be a bonus);
• demonstrate skills in writing that is well researched, articulate, powerful, and attentive to
detail;
• be a creative, experienced in developing and disseminating compelling communication
assets, and savvy in digital and social media engagement;
• be agile to work both independently, and cooperatively, within a dynamic, multiply-placed
team;
• have demonstrably good and promising practice in managing time, files, mailing lists, and
client databases, including through knowledge and use of existing, relevant automated
software;
• be flexible to travel occasionally;
• be eager to learn, make mistakes, experiment, risk, invent, fail, and get rejected, without
losing the drive to change hearts and minds;
• demonstrate ability to deliver quality work products, promptly, in work environments that
are adventurous, exciting, daring, but also often demanding, pressured, and time
constrained;
• have experience and skills working with regard for discretion and confidentiality; and
• have a sense of humour.

We are an equal opportunity employer, and do not discriminate on any arbitrary basis including
ethnicity, dis/ability, age, health, faith, origin, gender identity or expression, and sexual
orientation.

Because we actively seek to recruit staff from our constituent communities, local, self-identifying
sex workers, and LGBTQI people/sexual and gender minorities are encouraged to apply.

This position is open to citizens and residents of the Eastern African Countries of Burundi, Kenya,
Rwanda, Tanzania, Uganda, Ethiopia and the DRC.

UHAI EASHRI will offer a competitive salary and benefits package commensurate with experience
and qualifications.

Application Details

If you find yourself ideal for this position, please email the following to vacancies@uhai-eashri.org by
23.59 EAT on 5th August 2020, with the subject “Partnerships and Communication Officer”:

• a cover letter discussing your motivation and fit for the position;
• your CV;
• responses to the following two assignments:

1. UHAI is finalising a review of our communication policy, and coming out of it we plan to more
visibly celebrate and profile achievements of the community partners we are funding.
Whereas visibility affords our funding decisions some level of legitimacy and confidence, it must
be implemented cautiously so as not to further endanger communities that are living and
working in a politically vulnerable region, and where they are, for the most part, criminalised.
Actually, UHAI has in the past intentionally been low profile in communication of impact because
we have hesitated from communication approaches that inadvertently attribute our funding to
activist successes—because that is dishonest, and invisibling of activist resilience and tact.
Communication tactics must also be tailored and contextualised to acknowledge our region's
and communities' diversity, including by establishing language justice.
In 2-3 pages, please offer UHAI a concise plan and discussion of considerations, scope, content,
and mediums for communication of our impact and support in Francophone East and Central
Africa (that is, Burundi, DRC, and Rwanda).

2. A funding agency in the Swedish government invites UHAI to appraise them of the plight of and
needs of civil society in Tanzania under the current political regime, and of what UHAI is doing to
support defence of open civil society spaces. The request for information may help them assess
alignment with UHAI, and, possibly, to consider investing in UHAI's support strategy in Tanzania.
Please draft an email, of no more than 500 words, in response to their request.