Job Advertisement

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Grant Writing Associate (Part-Time)</th>
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</thead>
<tbody>
<tr>
<td>Type of Applicant</td>
<td>International/ Local</td>
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<tr>
<td>Report To</td>
<td>Executive Director</td>
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<tr>
<td>Duration</td>
<td>16 hours per week for 6 months or longer</td>
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<tr>
<td>Location</td>
<td>Tanzania, Dar es Salaam/Remote working</td>
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<td>Time</td>
<td>Office Working Hours</td>
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<td>Job Summary</td>
<td>The Grant Writer is a part time position that reports directly to the Executive Director. The Grant Writer will be responsible researching, writing and coordinating the grant application process; management of proposals and maintaining a donor database.</td>
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**Job Duties and Responsibilities**

- Responsible for researching prospective potential grant from foundations, collecting data, and writing grant proposals.
- Develop an Annual Grant strategy.
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Coordinate and follow-ups on the progress of submitted proposals
- Compile an outreach list of conferences, speaking opportunities, publications, and other opportunities to increase exposure and raise funds.
- Writing Letters of Inquiry, Proposals, and Grant Reports under the supervision of Aqua-Farms Organization staff.
- Assist the Aqua-Farms Organization team with other tasks as necessary.

**Required Knowledge, Skills and Abilities**

- The ideal candidate who will be a strong writer, highly organized, and flexible
- Excellent time management skills and attention to detail are a must.
- A candidate who has completed a bachelor's degree in Economics, business administration,
- Candidates with previous experience in non-profit work or interest in non-profit management, international development, or fundraising are strongly encouraged to apply.
- To maintain strong working relations with Aqua-Farms Organization portfolio of existing donors and partners of the organization.
Benefits/Compensation

- This position is part-time, whereby the Grant writing Fellow will be commissioned based on the amount raised.
- Opportunity to network with and work alongside staff and volunteers representing over additional non-profits.
- At the end of the contract, Grant Writing Fellow will be recognized as a supporter of youth lead activities Ambassador of Aqua-Farms Organization.
- Possibility for contract extension based on performance.

About AFO
Aqua-Farms Organization (AFO) is a Non-Governmental Organization Aqua-Farms Organization registered under NGO Act No. 24 of 2002 based in Tanzania, East Africa. AFO is dedicated into aquatic ecosystem restoration, using community-based approaches. Fisheries, Aquaculture and the Conservation are our key areas.

We aim on enhancing proper utilization of aquatic resources, through sustainable aquaculture and rebuilding the fisheries of Tanzania in the response of the bring the world that has hunger is a tale with achieved food security, improved nutrition and promote sustainable aquaculture, a better world with favourable CLIMATIC conditions at reduced impacts.

Mission
To enhance food access and income generation to community through sustainable utilization of aquatic resources.

Vision
AFO- envisions is to be an excellent Organization in replenishing aquatic resources with community-based conservation and sustainable aquaculture.

Core Values
AFO organization is committed to working Accountably, Transparently, With Integrity And Equality.

To Apply

Please send your application motivation letter and your CV as one PDF document to hr@afo.or.tz. Also, include your name and Grant Writing Fellow in the subject line. Also, highlighting your previous research, grant writing, and fundraising experience.