



Limbe Wildlife Centre

A collaboration between Pandrillus Cameroon and the Government of Cameroon's Ministry of Forestry and Wildlife (MINFOF)

Limbe, Southwest Region, Cameroon, PO BOX 878

Fundraising and Communications Manager

The Limbe Wildlife Centre is seeking a dedicated Fundraising and Communications Manager to join our team and contribute to our mission of protecting Cameroon's unique wildlife.

The Limbe Wildlife Centre

The Limbe Wildlife Centre (LWC) was established in 1993 as a collaborative effort between Pandrillus and the Government of Cameroon's Ministry of Forestry and Wildlife (MINFOF). The LWC primarily serves as a sanctuary for endangered wildlife. The LWC supports enforcement of Cameroon's wildlife laws by providing a long-term solution for animals that have become victims of the illegal bushmeat and pet trades. Currently, we provide care for more than 300 animals, of which over 180 are primates, including the critically endangered gorilla, endangered chimpanzees, drills and red-capped mangabeys. Education and community projects are also core parts of our work.

Role Description

The role will work to develop **communication, marketing and fundraising strategies** as well as researching **funding opportunities, identifying grants, writing proposals**, and helping with **daily communications** on e-mail, our website, and on various social media platforms under the supervision of the Project Manager. The Fundraising and Communications Manager will be responsible for implementing these strategies by **organising fundraising campaigns** both online and in person, helping with **digital communications, advocating for wildlife conservation and rehabilitation, identifying and engaging local and international companies** in corporate social responsibility, and **designing education outreach material**. Furthermore, the successful candidate will play a key role in assisting the Project Manager in overseeing **the functioning and administration of the Limbe Wildlife Centre** and related activities and becoming proficient in project management at the centre.

Responsibilities

- Increase all types LWC funding, collaboration and support.
- Work with management to identify and write proposals for grant funding.
- Develop and implement effective fundraising and marketing strategies.
- Increase visibility of LWC's mission through various communication channels.
- Manage and evaluate marketing and outreach activities to build partnerships.
- Conduct email, direct mail, and digital campaigns to promote fundraising initiatives.
- Manage and develop relationships with funding organisations and donors, providing high quality communication, support and reporting.

- Take responsibility for our website and ensure it is up-to-date and effectively communicates LWC's activities.
- Track and evaluate the impact of fundraising efforts.
- Create high-quality marketing materials aligning with organisational values.
- Act as an LWC ambassador at fundraising events.
- Manage celebrity/ambassador/influencer supporter relations.
- Coordinating the foreign volunteer programme to raise funds and support for the LWC.

You may also spend your time being involved in:

- Assisting in managing the overall project budget, writing project proposals, and completing annual financial and technical reports.
- Assist in the preparation and implementation of annual work plans and associated budgets and approve related project work plans and budgets.
- Assist in managing, and continuously improving, all day-to-day aspects of the Limbe Wildlife Centre, including ensuring compliance with Cameroonian laws and Pandrillus policies & procedures.

Skills, Experience and Requirements

We are looking for a **creative, motivated, enthusiastic**, and **proactive individual** who is **well organised** and **eager** to gain insight and experience in **biodiversity conservation communication, fundraising communication** and **administration**, and **wildlife sanctuary management**. As the Limbe Wildlife Centre, we communicate with thousands of supporters: individuals, institutions, and local and international organisations.

- Relevant experience in fundraising or communications roles, or evidence of highly transferrable skills and proactive attitude.
- Strong interpersonal skills to engage with diverse stakeholders and developing working relationships in a multi-cultural environment in Africa.
- Highly motivated and enthusiastic to work on fundraising, grants, and digital communications to promote LWCs mission and values.
- Creative and entrepreneurial outlook.
- Background in conservation, marketing, or communications is preferred.
- Highly organised with the ability to manage multiple tasks.
- Proficiency in social media, digital communications and MS Suite.
- Excellent written and verbal communication skills in English; French is a plus.
- Passionate about wildlife conservation.
- A commitment to the mission of the Limbe Wildlife Centre.
- Willingness to commit for at least 6 months, with a strong preference for 1 year plus.
- Ability to work well on your own and as part of a team.
- Ability to "sell" a cause successfully and appreciation of the communication needs of charity fundraising.
- Ability to work under pressure, meet strict deadlines and manage fundraising administration applications and databases
- Understand the importance of following the guidelines and expectations of duties, roles, schedules, and requirements from management.

- Physically fit and able to work in a hot and humid tropical climate.
- Be willing to have all necessary tests (TB, HIV and medical) and vaccinations (yellow fever, typhoid, COVID-19, hepatitis A, hepatitis B and DTP (diphtheria, tetanus, and polio)).

Benefits

- Opportunity for creativity in developing marketing initiatives and campaigns.
- Hands-on experience with fundraising and direct marketing strategies.
- Opportunities to enhance research and communication skills.
- Experience working in a multi-cultural team focused on wildlife conservation.
- Development of project management skills in animal welfare.
- An engaging and rewarding role that aligns with conservation efforts.
- Lunch is provided on workdays.
- Some flexibility about if you want to split your time between Cameroon & your home country.
- **Not a typical salaried position** – voluntary with allowance, accommodation and potential bonus:
- **Monthly food and drinks allowance and phone credit.**
- **Accommodation in a Pandrillus house**, as well as house security from 6.00pm to 6.00am seven days per week and housekeeping three days per week.
- **A negotiable bonus / monthly compensation**, depending on experience and the amount of funds raised.

A probation period will apply for the first 6 months.

Working hours are 6 days a week, 8am – 5pm, with an hour for lunch. These hours may vary.

Application Requirements

Deadline: applications reviewed on a rolling basis.

Short-listed applications will have a video interview and may be required to complete some short exercises.

Please apply by email by submitting a cover letter and detailed CV to info@limbewildlife.org

Your cover letter should:

- Explain why you feel you should be considered for this position: how you, your skills and your experience fit with what we are looking for.
- Why you are interested in this opportunity.
- Your availability, and for how long.
- Specify where you saw the job advertised.

Your time and support make a massive difference to all the rescued animals that have been given a second chance at Limbe Wildlife Centre, and we thank you for considering this role.

Due to limited resources, we are only able to contact short-listed candidates. If you have had no response within two weeks of the deadline, please consider it unsuccessful. Thank you for your interest in volunteering for the Limbe Wildlife Centre!