



Limbe Wildlife Centre

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*A collaborative project between Pandrillus Cameroon and the Ministry of Forestry and Wildlife (MINFOF), situated in the Limbe Zoological Garden.
P.O. Box 878, Limbe, Republic of Cameroon*

Communications and Fundraising Officer

The Limbe Wildlife Centre is seeking an enthusiastic volunteer to join the team and contribute to our mission of protecting Cameroon's unique wildlife: take an important and active role in the communications and fundraising activities at the LWC.

Are you dedicated, motivated and prepared to make a commitment of at least 6 months? It's a great opportunity to gain diverse and exciting experience in a crucial area of conservation – fundraising, donor relations, grant writing and reporting. Help the Fundraising and Communications Manager to raise awareness of the LWC, gather financial support, and spread the message of animal welfare and preservation of Cameroon's incredible wildlife and forest habitat.

This position will be ideal for an individual with some interest or previous experience in communication or fundraising who wishes to take on some responsibility and grow their skills. You will be able to use your experience and skills to benefit the rescued animals at the LWC and their wild cousins.

Role description

- Assist the Fundraising and Communications Manager in developing and implementing strategic communication and fundraising plans
- Take responsibility for updating the LWC's website and social media platforms to help raise awareness of our work
- Assist in coordinating fundraising campaigns and events, including donor outreach and relationship management
- Write and edit communications materials, such as newsletters, press releases, and fundraising appeals
- Track and report on fundraising goals and progress
- Assist in the recruitment, briefing and management of volunteers
- Help to take care of volunteers, keep them engaged and ensure they are having a fulfilling and enjoyable volunteer experience

Normal working hours are 8:00am to 5:00pm, 6 days a week. These hours may vary.

The right volunteer will:

- Be willing to make a long-term commitment (6 months or more preferred)
- Experience with social media management and content creation

- Be happy to adhere to established protocols and instructions from management
- Understand the importance of following the guidelines and expectations of volunteer duties, roles, schedules, and requirements
- Ability to engage with a diverse range of people in a friendly professional manner, with strong communication and interpersonal skills for developing working relationships in a multi-cultural environment in Africa
- Some background or education in conservation, fundraising, marketing and/or communications
- Excellent communication skills, including writing and MS Office
- Be reliable, dedicated, organised and professional
- Ability to multitask and prioritise tasks effectively
- Ability to work well on your own and as part of a team
- Previous experience in fundraising or volunteer coordination is a plus
- Previous experience in wildlife conservation and animal care is a plus
- Passion for wildlife conservation and a commitment to the mission of the Limbe Wildlife Centre
- 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)

The volunteer will be provided with:

- You will be provided with a reasonable monthly food and drinks allowance and phone credit
- You will receive 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
- Lunch is provided on workdays

A probation period will apply for the first two months.

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.

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