



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 Pandrillus Cameroon team and contribute to our mission of protecting Cameroon's unique wildlife: take an important and active role in the essential 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 valuable, diverse and exciting experience in a crucial area of conservation – fundraising: social media, donor relations, grant writing and reporting.

Help the LWC team to raise awareness of their work, gather financial support, and spread the message of animal welfare and conservation of Cameroon's incredible wildlife and forest habitat.

This position will be ideal for an individual with some interest or previous experience in communication and fundraising and/or primate conservation 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
- Write and edit communications materials, such as newsletters, press releases, social media posts and fundraising appeals
- Play a crucial role in grant reporting - track, update / write reports to funders
- Assist with finding and completing applications for new grants and report writing for our existing grants
- Take responsibility for updating the LWC's website and social media platforms to help raise awareness of our work and grow our donor base
- Assist in coordinating fundraising campaigns and events, including donor outreach and relationship management
- 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
- Work with the education team to advise on education outreach material linked to our communications priorities

Normal working hours are 8:00am to 5:00pm, 5.5 days a week (with some flexibility).

The right volunteer will:

- Be willing to make a long-term commitment (6 months or more preferred)
- Be well organised and be enthusiastic to learn and take on new tasks
- Have experience with social media management and content creation
- Excellent communication skills, including writing and MS Office
- Be happy to adhere to established protocols and instructions from management

- 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 and with international funders and supporters
- Some background in and/or enthusiasm for conservation, fundraising, marketing and communications
- Be reliable, dedicated, organised and professional, with 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
- Understand the importance of following the guidelines and expectations of volunteer duties, roles, schedules, and requirements
- Physically fit and able to work in a hot and humid tropical climate
- Be willing to have all necessary tests (TB 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:

- A reasonable monthly food and drinks living allowance and phone credit
- Accommodation in a shared Pandrillus house with other volunteers, as well as house security from 6.00pm to 6.00am seven days per week and housekeeping three days per week
- Lunch on workdays
- Annual leave of 21 working days

If you stay for a year, we will also provide a return flight to your home country

A probation period will apply for the first two months.

How to Apply

Please submit a detailed CV and cover letter to manager@limbewildlife.org and fundraising@limbewildlife.org

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.