



BLESSING FOUNDATION
S.L.P 66, MBOZI – SONGWE,
Nearby IK GRAND INN HOTEL, Mbeya-Tunduma Main Road.
TEL: +255762259948, Email: info.bfonline.org.tz@gmail.com

ORGANIZATION BACKGROUND

Blessing Foundation is a non-governmental organization dedicated to improving the wellbeing of vulnerable children, youth, women, and underserved communities. We focus on access to quality education, economic empowerment, and climate-resilient livelihoods. Our interventions combine capacity building, provision of productive assets, skills development, and environmental conservation. By working with families, community groups, local authorities, and development partners, we promote self-reliance, sustainability, and inclusive growth.

VOLUNTEER FUNDRAISING COORDINATOR (VFC)

Position summary

The Volunteer Fundraising Coordinator will support the organization in mobilizing resources, identifying fundraising opportunities, building partnerships, and coordinating fundraising activities to support the NGO's programs and operations.

Key Responsibilities

- Identify grant, sponsorship, and donor opportunities.
- Support proposal and concept note development.
- Coordinate fundraising campaigns and events.
- Build and maintain relationships with partners, donors, and supporters.
- Assist in developing fundraising strategies and resource mobilization plans.
- Prepare fundraising reports and updates.
- Promote the organization's mission and activities to potential supporters.

Qualifications & Skills

- Diploma, or Bachelor Degree in Marketing, Business Administration, Project Management, Community Development, Public Relations, International Relation, or related field.
- Strong communication and networking skills.
- Basic proposal writing and fundraising knowledge.
- Ability to work independently and meet deadlines.
- Computer literacy and internet research skills.
- Passion for volunteering and community development.

Experience

- Previous experience in fundraising, sales, marketing, proposal writing, community projects, volunteering activities, or NGO-related work will be an added advantage.
- Knowledge of budgeting, proposal development, or basic financial management will be an added advantage.
- Fresh graduates with strong commitment, creativity, and willingness to learn are encouraged to apply.

Volunteer Terms

Please note that this is a voluntary position, and no salary or regular financial compensation will be provided by the organization. However, the organization may cover necessary operational or facilitation expenses directly related to the successful execution of assigned duties when applicable.

This position is primarily remote/work-from-home based. Nevertheless, volunteers may occasionally be required to report to the office, attend meetings, trainings, field activities, or organizational events whenever necessary. Therefore, we are looking for committed, flexible, and self-motivated individuals who are willing and able to effectively perform their responsibilities remotely while also being available to physically report to the office whenever required by the organization.

Volunteers who demonstrate commitment, professionalism, leadership, and strong performance may be considered for permanent employment opportunities in the future and may also become part of the NGO's founding team and leadership structure.



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VOLUNTEER PROGRAM AND PROJECT COORDINATOR (VPC)

Position Summary

The Volunteer Program and Project Coordinator will assist in planning, coordinating, implementing, monitoring, and reporting organizational programs and projects to ensure effective service delivery and community impact.

Key Responsibilities

- Coordinate day-to-day project and program activities.
- Support preparation of project plans, work plans, and reports.
- Monitor project progress and prepare activity updates.
- Coordinate communication with beneficiaries, partners, and stakeholders.
- Organize trainings, meetings, workshops, and community outreach activities.
- Maintain proper project documentation and records.
- Support proposal development and partnership initiatives.

Qualifications & Skills

- Diploma, or Bachelor Degree in Project Management, Community Development, Social Work, Education, Agriculture, Business Administration, Public Administration, or related field.
- Good leadership, coordination, and organizational skills.
- Strong communication and report writing abilities.
- Ability to work with communities and diverse stakeholders.
- Computer literacy and ability to use online communication tools.
- Passion for volunteering, teamwork, and community impact.

Experience

- Previous experience in project coordination, community development activities, volunteering, NGO programs, research, report writing, or related activities will be an added advantage.
- Basic knowledge of budgeting, reporting, and project accountability will be an added advantage.
- Fresh graduates with good organizational skills, commitment, and willingness to learn are encouraged to apply.

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VOLUNTEER PARTNERSHIP & RESOURCE MOBILIZATION OFFICER

Position Summary

The Volunteer Partnership & Resource Mobilization Officer will support the organization in building strategic partnerships, identifying funding and collaboration opportunities, mobilizing resources, and strengthening relationships with donors, NGOs, companies, government institutions, and development partners to support the organization's programs and activities.

Key Responsibilities

- Develop and execute a Resources Mobilization plan by assisting in identifying new donors prospect and deepening relationship with existing donors.
- Serve as the lead writer in on specific co of the proposal by facilitating strategy discussion, drafting the narrative (including executive summary, technical approach, staffing and management, monitoring and evaluation and organizational capabilities) and incorporating reviewer feedback.
- Coordinate and manage strategic consortium partnership with appropriate local and international NGO, CSOs, academic organization and private sector firm for specific proposal to leverage chance of success in competitive call for proposal and tender bids.
- Prepare monthly reports on the pipelines, bid submission, bid win/losses, and submit to the General Manager.
- Work with programme team to gather, update, and share intelligence on upcoming opportunities, pipelines and donor priorities.
- Maintain an up-date register of all donor database.
- Identify and negotiate potential consortium partnership, support and co – funding opportunities from different organization and donors.
- In collaboration with General Manager and member of the Team, develop, plan, implement, manage and oversee all aspect related to resources mobilization for the organization.
- Identify new institutional, government, corporate and private donors.
- As the member of the organization resource mobilization team, contribute to the continuous improvement of the organization system for identifying, tracking and pursuing new business opportunities, developing proposal and budget, and managing institutional knowledge.
- Support learning environment share information and maintain confidentiality.
- Build the capacity of organization staff through coaching, mentorship and direct training to participate in technical and cost proposal and other business development efforts.

Qualification and Experience required:

- Minimum Bachelor degree in Social Science, Humanities, Development studies, Human right, Political Science or other relevant discipline.
- Minimum five years' experience with an NGO in senior programme funding raising position involving proposal development and donor's liaison.
- Experience in developing a successful proposal and / or to private donors – trust, foundations and tenders to EU, FCDO, and the UN as well other institutional donors including but not limited to NORAD, SIDA, DANIDA, GIZ, USAID and other cooperation's.
- Experience in research and policy level experience, design, monitoring and evaluation of development projects.
- Capacity building experience including training and skills development.

Knowledge and skills required:

- Ability to work effectively in multi-cultural environment both independently and in team, effective in team management skills and meet deadlines.
- Knowledge of/experience with policy/advocacy and communication, and how to successfully incorporate them into resources mobilization efforts.
- Proven ability to conceptualize, innovative, plan, and execute ideas as well as to impart knowledge and teach skills.
- Excellent interpersonal and influencing skills in developing relationship of mutual trust and partnership with internal and external partners and stakeholders.
- Current knowledge of development issues, strategies as well as programming policies and procedures in international development cooperation's.
- Excellent writing, reasoning and analytical skills.



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VOLUNTEER COMMUNICATION & PUBLIC RELATIONS OFFICER

Position Summary

The Volunteer Communication & Public Relations Officer will support the organization in managing communication, branding, publicity, media engagement, and public awareness activities to strengthen the visibility and public image of the organization.

Key Responsibilities

- Manage the organization's social media platforms and online presence.
- Develop communication materials including posters, flyers, announcements, and promotional content.
- Support photography, videography, and documentation of organizational activities.
- Prepare news updates, success stories, and public awareness content.
- Assist in website content updates and communication campaigns.
- Build and maintain positive relationships with media and the public.
- Support branding and publicity strategies for organizational programs and events.

Qualifications & Skills

- Certificate, Diploma, or Bachelor Degree in Public Relations, Mass Communication, Journalism, Marketing, Media Studies, Graphic Design, Information Technology, or related field.
- Strong communication and content writing skills.
- Basic graphic design and social media management skills will be an added advantage.
- Creativity, confidence, and ability to work independently.
- Computer literacy and ability to use online communication tools.
- Passion for volunteering and community impact.

Experience

- Previous experience in social media management, communication, branding, graphic design, photography, videography, volunteering activities, or related work will be an added advantage.
- Fresh graduates with creativity, commitment, and willingness to learn are encouraged to apply.

Volunteer Terms

Please note that this is a voluntary position, and no salary or regular financial compensation will be provided by the organization. However, the organization may cover necessary operational or facilitation expenses directly related to the successful execution of assigned duties when applicable.

This position is primarily remote/work-from-home based. Nevertheless, volunteers may occasionally be required to report to the office, attend meetings, trainings, field activities, or organizational events whenever necessary. Therefore, we are looking for committed, flexible, and self-motivated individuals who are willing and able to effectively perform their responsibilities remotely while also being available to physically report to the office whenever required by the organization.

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INTERNSHIP OPPORTUNITIES

Blessing Foundation is inviting passionate, creative, committed, and self-motivated students, recent graduates, and young professionals to join our growing team and gain practical experience in organizational development, communication, fundraising, systems support, administration, and program coordination.

Areas of Placement

- Communication & Social Media
- Proposal Writing & Fundraising
- Program & Project Coordination
- Partnership & Resource Mobilization
- ICT & Systems Support
- Administration & Documentation
- Research & Content Development

Qualifications

- Applicants should possess a Certificate, Diploma, or Bachelor Degree in Business Administration, Marketing, Project Management, Community Development, Public Relations, Mass Communication, Journalism, Information Technology, Computer Science, Software Engineering, Accountancy, Finance, Economics, International Relations, Social Work, Education, Agriculture, Agribusiness, or other related fields.
- Basic computer knowledge and communication skills.
- Ability to work independently and remotely.
- Willingness to learn and grow professionally.

Important Information

These opportunities are primarily remote/work-from-home based; however, selected individuals may occasionally be required to report to the office whenever necessary.

Please note that these are learning and volunteer-based opportunities. No salary or regular financial compensation will be provided at this stage. However, the organization may facilitate necessary operational expenses related to assigned activities where applicable.

Outstanding and committed individuals may be considered for future permanent opportunities within the organization and may also become part of the organization's future leadership and development structure.

HOW TO APPLY

Interested candidates who meet the required qualifications are invited to submit their application letter and updated CV to info.bfonline.org.tz@gmail.com. Please include the position title in the email subject line. Only shortlisted candidates will be contacted.

Deadline for submission is **June 15th 2026**.

