



Role Title: Bid Writer (Voluntary) I Heart Africa

We are a global facing Pan-Africanist non profit seeking to educate the diasporic African community through projects, programmes, events and media.

We promote indigenous plant medicine & diets
We focus on supporting women to support their communities
We believe in Afrocentric solutions
We support the development of rural self sustainability.

Role Summary:

We are seeking a skilled and experienced Bid Writer to join our team. As a Bid Writer, you will play a critical role in securing funding for our organization's programs and initiatives. You will be responsible for researching and writing grant proposals, fundraising applications, and other bids to secure funding from a variety of sources.

Responsibilities:

- Conduct thorough research to identify funding opportunities that align with our organization's mission and goals.
- Develop and write compelling and persuasive grant proposals, fundraising applications, and other bids.
- Work closely with internal stakeholders to gather necessary information and documentation.
- Manage bid deadlines and ensure timely submission of proposals.
- Track bid progress and maintain records of submissions.
- Analyze bid outcomes and identify areas for improvement.

Qualifications:

An interest in the development of African communities across the diaspora.

- Bachelor's degree in English, communications, or a related field.
- 3+ years of experience writing grant proposals, fundraising applications, or other bids.
- Proven track record of securing funding for non-profit organizations.
- Excellent writing and editing skills.
- Strong research and analytical skills.
- Ability to work independently and manage multiple projects simultaneously.
- Familiarity with fundraising databases and CRM systems is a plus.

Benefits:

- The satisfaction of making a positive impact on our community.
- The opportunity to work with a passionate and dedicated team of individuals.
- The chance to learn new skills and expand your knowledge.

To Apply:

Please submit your resume and cover letter to info@iheartafrica.org

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