



Operations & Mission Support Associate

Are you committed to making a tangible difference in the lives of individuals living in extreme poverty? Do you have a desire to work with a dynamic and growing organization that values innovations in public health, fosters youth leadership development, and uses data to drive impactful health and education programming? If you are a detail-oriented individual with strong communication and organizational skills and are excited about contributing to community-driven solutions to complex global problems, we encourage you to apply for this career opportunity at CFK Africa.

As a non-profit organization with offices in the United States and Kenya, CFK Africa is committed to fighting extreme poverty in informal settlements through data-driven community health, education, and youth leadership programming in tandem with high-quality primary health care service delivery. Our organization is built on a foundation of integrity and collaboration. As the Operations & Mission Support Associate, you will join a small but mighty three-person team and will be responsible for a variety of critical tasks that support our operations, communications, and program development work.

About the Position

This is a full-time position based on the campus of the University of North Carolina in Chapel Hill, NC and reports to the U.S. Director of Strategic Partnerships, with the following responsibilities:

Operations (40%)

- Manages the development, implementation, and maintenance of U.S. office systems and protocols
- Prepares documents, manages travel logistics and other tasks associated with Board of Directors and Advisory Council meetings
- Assists with administrative requirements to maintain 501(c)3 non-profit status in the U.S.
- Assists in the management of an annual audit
- Tracks expenses and provides monthly expense and income reconciliation reports
- Pays bills and implements monthly payroll
- Manages the administration of bulk mailing for designated fundraising campaigns
- Maintains cloud-based file organizational systems
- Purchases supplies from vendors, tracks office inventory and asset list
- Reviews new and existing vendor contracts to ensure maximum resource utilization
- Manages teleconference appointments and documents important meetings
- Provides administrative assistance to the Director of Strategic Partnerships and the Deputy Director, Communications and Development as needed
- Provides general day-to-day office management functions such as sorting mail, restocking supplies, managing office space needs, filing, and archiving documents and other duties as applicable

Communications & Development (40%)

- Supports the creation of content for the annual report, newsletters, social media, and other communications collateral
- Updates the CFK Africa website
- Manages content updates on online giving platforms sites
- Supports the administration of the Peacock Fellowship application and review process including promotion, review of applications, award notifications, Kenya travel logistics, and post-travel engagement
- Supports grant writing and proposal development
- Researches potential funding opportunities for organizational alignment and prepares donor reports and prospect research information
- Responds to email inquiries to the general email account and routes incoming calls and messages to CFK Africa's main office phone line
- Manages contact lists, both for electronic listservs and U.S. mail

Special Projects (10%)

- Generates ideas for and supports the development and implementation of new projects that align with CFK Africa's fundraising and communications strategy and entrepreneurial programmatic culture
- Promotes CFK Africa's work and engagement through events, meetings, conferences, and other activities
- Provides administrative and management support to Board Committees
- Supports the logistics of special fundraising and community events

The Ideal Candidate will:

- Show a strong commitment and passion for the mission, vision, and work of CFK Africa
- Enjoy both learning from colleagues and supporting skills development in a multi-cultural, international non-profit environment
- Thrive in an entrepreneurial, fast-paced, and high-demand office culture
- Remain flexible to changes in priorities, work assignments, and schedules, and adapt to unexpected situations with ease
- Maintain a high comfort level with Office 365 and Microsoft teams as well as various CRMs
- Strive toward excellence in writing and cross-cultural communication
- Embrace strict attention to detail
- Be independent and self-driven while also working well as part of small and large collaborative teams
- Celebrate accomplishments and learn from challenges
- Appreciate a well-told story

Salary & Benefits

The salary range is \$45,000- \$55,000 dependent on qualifications and experience. CFK Africa supports flexible hybrid schedules as our work occurs across multiple time zones. CFK Africa provides 13 paid holidays, 12 paid health and wellness days and 15 paid vacation days annually. CFK Africa offers a 5% 401k match for those that wish to participate. A monthly reimbursement stipend for cell phone use is also covered. Because we are a small 3-person team, health insurance support varies, and a stipend or HSA will be considered if needed. *Applicants must be currently eligible to work in the U.S.*

To apply, [submit an online application form](#) along with a resume and cover letter. CFK Africa will accept rolling applications until the position is filled. Application review will begin on May 15, 2023.

About CFK Africa

Co-founded as Carolina for Kibera in 2001 by a Kenyan nurse from Kibera, CFK Africa has built a participatory development model that has informed policies and nonprofit interventions in informal settlements throughout Africa. Time Magazine and Bill and Melinda Gates Foundation named CFK Africa a “Hero of Global Health.” Our public health partnership with the Centers for Disease Control and Prevention and the Kenya Medical Research Institute has generated more than 100 peer-reviewed articles, provided vital early detection of deadly infectious diseases, and developed breakthroughs in health prevention and education. Our youth leadership programs have helped educate and provide safe spaces for thousands of talented young people living in challenging circumstances. CFK Africa is a 501(c)3 non-profit organization and Associated Entity of the University of North Carolina at Chapel Hill. Learn more at cfkafrica.org.