Charity Campaign Creator

Location: De Waterkant (flexible remote working)
Work hours: Monday – Friday, Full time (flexible/remote working)
Start date: ASAP

Position Objective:
To assist the Backabuddy Team Charity Diving in the creation and implementation of online crowdfunding initiatives and campaign management.

Primary Responsibilities and Duties:
- Assist with the development and execution of Backabuddy's online program to cultivate champions/campaign creators and solicit donations from current and prospective Backabuddy donors
- Manage and produce campaigns for targeted online Backabuddy crowdfunding campaigns
- Work extensively with Backabuddy's online crowdfunding platform, including
- Managing e-mails
- Setting up and launching scheduled online campaigns/charities
- Maintaining campaign/charity pages
- Perform any other duties assigned by the supervisor

Requirements:
- Degree/Diploma preferred
- Basic knowledge of G-mail/Word, Excel
- Demonstrated ability to work well under pressure and meet deadlines
- Demonstrated attention to detail and outstanding organizational skills
- Proven ability to work both independently and within a team environment
- Commitment to the objectives and mission of the organization
- Strong analytical, written and verbal communication skills