



We're looking for a Qualified and Passionate Officer – Supporter Relations!

Want to work for one of the largest charities of its kind in Africa? Want to use your organisational and communication skills to fight poverty through education? Are you a detail-oriented, people-focused professional with a passion for supporter stewardship? If you're ready to build meaningful relationships with supporters around the world while working in a purpose-driven environment... keep reading!

Position title and work station:

1. Officer – Supporter Relations - The School of St Jude, Sisia Campus, Moshono, Arusha, Tanzania (1 Vacancy, Bachelor Degree)

About us

The School of St Jude is a pioneering leader in charitable education within Africa. Every year we give 1,800 students with free, quality education, 100's of graduates with access to higher education, and provide more than 20,000 government school students with quality teachers. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

Who are you

- You're a natural relationship-builder who communicates clearly, kindly and professionally.
- You love organising plans, meeting deadlines and making sure the little things don't slip through the cracks.
- You enjoy writing, creating thoughtful communications and connecting with people across cultures.
- You're curious, confident making videos, using digital tools and always looking for ways to improve how things are done. You go to sleep at night dreaming about finding new ways to make supporters feel appreciated.

What you'll do

- Support the delivery of personalized, quality donor stewardship; from heartfelt thank-you emails to thoughtful gifts and special communications.
- Collaborate with teams across St Jude's to coordinate supporter updates, produce communications collateral and track supporter engagement.
- Maintain accurate, up-to-date records in the supporter database and trackers to ensure donors receive timely and relevant information.
- Assist with planning and preparation for supporter tours and Zoom events, including background research and materials.
- Monitor communications against KPIs, support reporting and share feedback to help improve how we engage our global supporters.

What we're looking for

- A diploma or degree in communications, marketing, development, or a related field.
- Excellent English writing skills that are clear, engaging and professional, with great attention to tone and detail.
- Experience working in donor relations, customer service, fundraising or project coordination.
- Strong organisational skills and the ability to manage multiple tasks and timelines.
- Confident using Microsoft Office (especially Word, Outlook, Teams and Excel), with bonus points for experience in supporter databases or email design platforms.

Why us

- The opportunity to use your talents and expertise to fight poverty through education and make a positive impact in Tanzania.
- A flexible and supportive community of international and local employees.
- Ample opportunities for career progression and development.
- Mid - morning tea and lunch (during working days).

Are you interested?

Send your cover letter addressing the job description and an up-to-date Curriculum Vitae to recruitment@schoolofstjude.co.tz (subject line must include the reference number: **TSOSJ/HR/SIS/HO/26/06/11**)

Applications close on **19th June 2026**. only shortlisted candidates will be contacted.

**Fighting poverty
through education**

