



We're looking for a Qualified and Passionate Assistant – Sponsor 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 individual who enjoys working with students and ensuring meaningful connections between students and their sponsors? 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. **Assistant – Sponsor Relations** - The School of St Jude, Sisia Campus, Moshono, Arusha, Tanzania (1 Vacancy, Diploma or 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 highly organized, detail oriented and enjoy making sure everything is completed on time.
- You enjoy working with students and teachers and helping make the connect with sponsors through meaningful letters and photographs
- You are a strong communicator with a keen eye for quality and accuracy
- You are proactive, dependable and enjoy coordinating activities and working with different teams.

What you'll do

- Coordinate and supervise student letter writing sessions across primary and secondary schools, ensuring quality letters reach sponsors on time.
- Proof-read and process student letters, follow up on corrections and manage correspondence between students and sponsors.
- Organize and supervise student photography sessions, including annual photos, gift, awards and excursion photos ensuring timely updates to sponsors.
- Maintain accurate, up-to-date records in the supporter database and trackers to ensure sponsors receive timely and relevant information.
- Monitor communications against KPIs, support reporting and share feedback to help improve how we engage our global supporters.
- Support student house checks update and other administrative activities to ensure smooth delivery of sponsor correspondence.

What we're looking for

- A diploma or degree in communications, education, business administration or a related field.
- Excellent written and spoken English with strong proofreading skills and attention to tone and detail.
- Experience working in donor relations, communications, customer service, fundraising or project coordination.
- Strong organizational and time management skills with ability to manage multiple tasks and meet deadlines.
- Confident using Microsoft Office (especially Word, Outlook, Teams and Excel), with bonus points for experience in supporter databases.

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/26/10/01**)

Applications close on **14th October 2026**. only shortlisted candidates will be contacted.

**Fighting poverty
through education**

