

EXCITING JOB OPENING AT BLUEPRINT AFRICA!



JOB TITLE:	GRANT WRITER
TYPE:	CONSULTANT / CONTRACT BASIS
COMMITMENT:	PART-TIME
DUTY STATION:	REMOTE
CLOSING DATE:	December 15, 2019

About Blueprint Africa:

Founded in 2016, Blueprint Africa LLC is a full service interiors consultancy registered in Ghana, Cote d'Ivoire and the United States, which seeks to promote African aesthetics and products for the home. Our values are Creativity, Community and Culture. The company responds to client needs based on contemporary trends on the continent and advises on these trends' application to living, work and hospitality spaces. Blueprint Africa provides services to diverse clients and aims to create functional spaces that are both fit-for-purpose and enjoyable.

Offerings include:

- Interior design planning and renovation
- Interior decoration and styling
- Art & design curatorial services
- Sourcing, shipping and logistics management
- Brand promotion and PR

About the Work:

Blueprint Africa is seeking an enthusiastic, detail-oriented team player to assist with its resource mobilization activities in support of upcoming signature programs the company will be launching. Specifically, the successful candidate would:

Primary Tasks:

- Source, vet and expand viable fundraising opportunities, to include but not be limited to Africa(n) development organizations; Black women entrepreneurial seed funding initiatives; Black women artist funding; artisan/cultural development organizations; opportunities from the Ghanaian government (e.g., the Ministries of Tourism, Arts & Culture or Trade and Industry), amongst others.
- Coordinate and support the development of investment cases / portfolios, tailored proposals, presentations and other materials to pitch to resource or funding partners.
- Draft compelling narratives, editing existing marketing collateral materials, and organize or present company information to potential sponsor institutions as needed or requested.
- Apply for grant funding on behalf of the company

Additional responsibilities include:

- Background research and data analysis to strengthen applications
- Keeping track of vetted institutions, application drafts, and applications in a database

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- Maintaining security and keeping track of Blueprint Africa information
- Maintaining a log of time spent on these responsibilities
- Assist in the creation of videos, personal statements, or other materials as requested by funders or required in their applications

About You:

Because the successful candidate would be working very closely with our founder and target sponsorship partners, it would be critical that he or she should:

- Have at a minimum, a Bachelor degree in Marketing, Media, Communications, Journalism or Creative Writing
- Have excellent communication skills, particularly in written form in English and obsessive attention to detail
- Strong research skills
- Very high productivity; comfortable with quick turnaround times
- Have previous work experience in partnerships, fundraising, resource mobilization or sponsorships
- Demonstrated capacity to win grants of at least \$5,000.
- Be extremely comfortable with task management apps and software such as Trello and Slack
- Basic graphic design skills Canva and/or Adobe Photoshop, a plus
- Demonstrably passionate for arts and culture and all aspects of the design industry, a plus
- Ability to work 15-25 hours per week, possibly including nights, and weekends

About the Benefits:

Competitive and market based remuneration

Determine your own 'office hours' (flex-time)

Performance bonus if resource mobilization targets are met

Opportunity to network with Africa's best known artisans and designers

About the Process:

Application deadline December 15, 2019.

Preferred start date: January 15th, 2019.

One-month probation period.

All candidates to apply to info@blueprintafrica.com with a 1-page CV and response to the following question in the body of the email in English:

You have a meeting with the manager of a local grantmaking institution. Draft your proposed sponsorship pitch to them for an African design exhibition to be held in a European capital. What compelling narrative or data would you highlight to convince them to sponsor Blueprint Africa's activities?

[No more than 200 words]