

WE ARE RECRUITING!

WHO DO WE LOOK FOR?

At Cuida d'bo, we are dedicated to ensuring that every woman in Cabo Verde has access to essential healthcare and health education.

We believe in the power of community and collective action to create meaningful change. We believe in our mission, in the people we work with, and in the fundamental right to healthcare and prevention. We love working together and are committed to growing as a team for the benefit of everyone who is part of Cuida d'bo.

Does this sound like something you'd like to be part of? We are growing and looking for like-minded people willing to contribute to our daily work! We value:

- ✓ High levels of integrity and transparency.
- ✓ A detail-oriented and proactive mindset.
- ✓ The ability to work collaboratively in a team-oriented environment.
- ✓ Independence while maintaining effective communication and alignment with the team.

Our team operates on a voluntary basis. While we are not yet able to offer paid positions, we are committed to developing together and building a strong foundation for future opportunities. **We currently ask for a minimum commitment of 5 hours per week. Our working language is English. You can work from anywhere in the world, but availability to adapt to European working hours is required.**

Check the open positions in the next page and if you believe you can use your skills to support it, we'd love to hear from you!

HOW TO APPLY:

Please send an email to humanresources@cuidadbo.org with:

- ✦ Your CV (max. 2 pages)
- ✦ A motivation letter (max. 1 page) explaining why you are the right fit to be a Cuida d'bo volunteer, how you believe you can contribute, and why this opportunity aligns with your interests.
- ✦ Email subject line: "Application for [Position Name] – [Your Name & Surname]"
- 🕒 Deadline: Submit your application by 3rd March at 09:00 CET.

We review applications on a rolling basis, so don't wait—send yours as soon as possible! If your profile matches our needs, we will reach out to invite you to the next stage of the process.

OPEN POSITIONS

FUNDRAISING ACTIVITIES COORDINATOR

Department: Fundraising & External Relations

Reports to: Head of Fundraising & External Relations

Description:

The Fundraising Activities Coordinator is responsible for designing and executing the NGO's fundraising strategies to the public, ensuring efficient collaboration among teams to achieve financial goals.

Key responsibilities:

1. Strategic Fundraising Plan
 - Develop and implement the annual strategic and action plan for fundraising activities directly to the public.
2. Collaboration on Communication Campaigns
 - Work with the communications department to identify deliverables and communication needs.
 - Develop a task planner for each activity, outlining department responsibilities and deadlines.
3. Implementation
 - Organize resources, manage schedules, and involve the necessary team members to ensure the successful execution of fundraising activities.
4. Post-Activity Impact
 - Conduct post-assessments of fundraising activities to evaluate their success and suggest improvements.



PRIVATE SECTOR PARTNERSHIPS COORDINATOR

Department: Fundraising & External Relations

Reports to: Head of Fundraising & External Relations

Description:

The Private Sector Partnerships Coordinator is responsible for identifying and nurturing collaborations with corporate entities. This role focuses on creating mutually beneficial partnerships that align with the NGO's mission and contribute to long-term sustainability.

Key responsibilities:

1. Market Research
 - Identify and assess companies whose values and objectives align with the NGO's mission.
2. Proposal Development and Outreach
 - Create tailored partnership proposals that highlight mutual benefits and align with company objectives ex. looking at previous initiatives of the company with other NGOs
 - Establish contact with potential corporate partners through calls, emails, and meetings.
3. Implementation of the Partnership
 - Maintain communication to nurture leads and finalize agreements.
 - Collaborate with the communications team to develop marketing materials and partnership campaigns.
 - Create task planners for partnership activities, detailing responsibilities, deadlines, and outcomes.
4. Post-Activity Impact
 - Conduct post-assessments of partnerships to evaluate their success and suggest improvements.
 - Develop strategic follow-up plans for ongoing communication with corporate partners.



HEALTH EVENTS COORDINATOR

Department: Fundraising & External Relations

Reports to: Head of Fundraising & External Relations

Description:

The Health Event Coordinator oversees the NGO's participation in health-related events, ensuring effective engagement and impactful representation.

Key responsibilities:

1. Event Identification and Assessment

- Create a calendar of events relevant to the NGO, such as conferences, expos, summits, and fairs.
- Assess the relevance of events based on themes, audiences, and potential impact.

2. Relationship Building and Outreach

- Develop tailored proposals to pitch the NGO's participation to event organizers.
- Proactively reach out to organizers to explore collaboration opportunities.
- Negotiate for speaking slots, exhibition spaces, or fundraising activities.

3. Logistics Coordination

- Organize resources, manage schedules, and involve team members to ensure successful event execution.
- Coordinate with internal teams to align resources.

4. Post-Activity Impact

- Conduct post-assessments of events to evaluate their success and suggest improvements.
- Develop a follow-up strategy for communication with event planners.



INSTITUTIONAL PARTNERSHIPS COORDINATOR

Department: Fundraising & External Relations

Reports to: Head of Fundraising & External Relations

Description:

The Institutional Partnerships Coordinator is responsible for building and strengthening collaborations with NGOs, associations, and organizations. This role focuses on identifying synergies and fostering impactful initiatives that advance the NGO's mission.

Key responsibilities:

1. Identification and Mapping of Potential Partners

- Research and identify NGOs, associations, and groups that align with the NGO's mission.
- Build a database of potential partners, including Rotary Clubs and other relevant organizations.
- Stay informed about collaboration opportunities in the nonprofit sector.

2. Partnership Development and Outreach

- Establish contact with identified organizations, introducing the NGO and exploring areas of collaboration.
- Facilitate discussions to align mutual goals and interests.

3. Coordination of Joint Activities

- Plan and execute joint initiatives, such as campaigns or projects, with partner organizations.

4. Monitoring and Relationship Management

- Maintain strong relationships with partners through regular communication.
- Monitor the progress and impact of partnerships to ensure long-term success.



HUMAN RESOURCES ASSISTANT

Department: Human Resources

Reports to: Head of Human Resources

Description:

The Human Resources Assistant is responsible for assisting in the general tasks of the department, including: candidate selection, refinement of processes, organization of teambuildings and contact with in-field volunteers.

Key responsibilities:

1. Evaluate CVs and motivation letters to recruit volunteers
 - Analyse the CVs and cover letters received to evaluate if they fit the needs of the team
 - Attribute scores to candidates according to a defined model
2. Refine and align the recruitment and onboarding processes
 - Analyse current process and provide suggestions on how they can be improved, or suggest new processes if gaps are identified
3. Assist in the management of in field volunteers
 - Have a line of communication with any field volunteers
 - Assist in solving any issues, putting them in contact with the right team member
4. Organize teambuilding events for all departments
 - Twice a year, organize a teambuilding event for the team (preferably in person)
5. Definition and implementation of feedback processes
 - Create feedback processes for in-field volunteers, to evaluate how the experience was
 - Constantly gather feedback from all volunteers, to understand how current processes can be improved



FINANCE ASSISTANT

Department: Finance

Reports to: Executive President

Description:

The Finance Assistant is responsible for managing the financial affairs of Cuida d'bo, including overseeing the treasury, paying the Clinics in Cabo Verde and other suppliers there, Portugal and Belgium, and managing donations. This role ensures the financial health and integrity of the organization through diligent financial management and reporting.

Key responsibilities:

1. Treasury Management:
 - Oversee the treasury functions, including cash flow management and maintaining accurate financial records.
2. Supplier Payments:
 - Process and manage payments to Medical Clinics and other suppliers in Cabo Verde, ensuring timely and accurate transactions.
3. Donation Management:
 - Track and manage donations, ensuring proper recording and acknowledgment of all contributions – Coordination with Fundraising department.
4. Financial Reporting:
 - Prepare and present financial reports to the Head of Finance and the General Assembly.
5. Budgeting:
 - Assist in the preparation and monitoring of the annual budget.
6. Compliance:
 - Ensure compliance with all financial regulations and organizational policies.
7. Financial Planning:
 - Support long-term financial planning and sustainability efforts.

We look forward to hearing from you!

