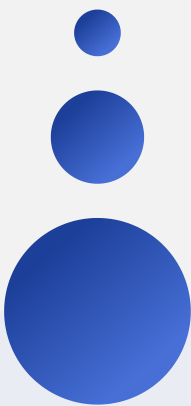


Volunteer Opportunity



Build Your Career
While Transforming
African Communities

Strategic Operations and Development Coordinator

Hosted at the Secretariat of the First Web Foundation

SOUTH AFRICA



Volunteer Strategic Operations and Development Coordi...

Lead First Web Foundation's Growth and Create Your Own Professional Future Are you an ambitious professional seeking to...

Lead the First Web Foundation's Growth & Create Your Own Professional Future

Are you an ambitious professional seeking to make a meaningful impact while building a career in the nonprofit and development sectors? The [First Web Foundation](#) is seeking a dynamic Strategic Operations and Development Coordinator to serve as our Secretariat Representative, leading our institutional growth while creating potential pathways to full-time employment within our organisation.

This is not just a volunteer opportunity—it's a chance to shape the future of digital empowerment across Africa while positioning yourself at the forefront of a rapidly growing nonprofit. As our Strategic Operations and Development Coordinator, you'll work directly with our Trustees and founders to build partnerships, secure funding, and coordinate all organisational activities that help us reach our goal of supporting 10,000 nonprofits, social enterprises, and individual social influencers by 2030.

Role Title:

Strategic Operations and Development Coordinator

Role Overview

Position Strategic Operations and Development Coordinator (Secretariat Representative)	Time Commitment 10 hours per week (approximately 2 hours per day with flexible scheduling)	Location 100% virtual/remote work (preference given to South Africa-based candidates)
Duration Minimum 12-month commitment with potential for full-time employment	Reporting Direct collaboration with Trustees and founders	

Key Responsibilities



Institutional Development and Growth:

- Develop and implement strategic plans for organisational expansion across Africa.
- Identify and pursue new funding opportunities through grants, partnerships, and donor engagement.
- Create comprehensive project proposals and funding applications for various donors and foundations.
- Design and execute crowdfunding campaigns to support specific initiatives and general operations.
- Conduct market research and feasibility studies for new programme areas and geographic expansion.

Partnership Development and Relationship Management:

Build strategic partnerships with international NGOs, development agencies, and corporate sponsors.

Represent the Foundation in virtual conferences, networking events, and stakeholder meetings.

Collaborate with Executive Edge Coaching and Training (EECT) and other strategic partners.

Establish relationships with government agencies, particularly in South Africa, where we're registered.

Develop partnerships with technology companies for tool access and nonprofit discounts.

Operations and Programme Coordination:



Coordinate all First Web Foundation activities across different countries and programmes.

Oversee the non-cash grants programme implementation and volunteer management.

Develop operational procedures, systems, and documentation for organisational efficiency.

Monitor and evaluate programme effectiveness, preparing regular reports for trustees and donors.

Manage project timelines, budgets, and deliverables for all institutional initiatives.

Administrative and Financial Management:

- Handle administrative tasks related to legal compliance and regulatory requirements in South Africa.
- Manage financial planning, budgeting, and resource allocation for funded projects.
- Maintain accurate records of partnerships, funding agreements, and organisational activities.
- Support trustees with board meeting preparation, documentation, and follow-up activities.

Communications and Public Relations:



Strategy Development

Develop and implement communication strategies to raise the First Web Foundation's profile.



Content Creation

Create compelling content for the website, social media, and donor communications.



Impact Reporting

Prepare impact reports, case studies, and success stories for stakeholders.



Media Relations

Manage media relations and public representation of the organisation.



Marketing Coordination

Coordinate marketing efforts for various initiatives.

Ideal Candidate Profile

Essential Qualifications:

- Bachelor's degree in Development Studies, Project Management, Business Administration, International Relations, or related field.
- 2-5 years of experience in nonprofit management, project coordination, or business development.
- Proven track record in fundraising, grant writing, or partnership development.
- Strong written and verbal communication skills in English.
- Proficiency in Microsoft Office Suite, Google Workspace, and project management tools.
- Understanding of nonprofit sector challenges and opportunities in Africa.

Preferred Qualifications:

- Master's degree in a relevant field or professional certification in project or programme management.
- Experience working with the South African nonprofit sector and regulatory environment.
- Previous experience in digital technology or social enterprise sectors.
- Knowledge of the international development funding landscape and donor requirements.
- Experience with crowdfunding platforms and digital marketing strategies.
- Bilingual capabilities (English plus Afrikaans or other South African languages).

Essential Skills and Attributes:

- Exceptional organisational and project management capabilities.
- Strong analytical and strategic thinking abilities.
- Excellent relationship-building and networking skills.
- Self-motivated with the ability to work independently and meet deadlines.
- Cultural sensitivity and understanding of diverse African contexts.
- Entrepreneurial mindset with creative problem-solving abilities.

Personal Qualities:

- Passionate about using technology for social good and community development.
- Ambitious professional seeking career growth in the nonprofit sector.
- Committed to the First Web Foundation's mission and values.
- Resilient and adaptable in fast-changing environments.
- Ethical approach to financial and administrative management.

Benefits and Career Opportunities

Professional Development



- Direct mentorship from experienced nonprofit trustees and founders.
- Hands-on experience in all aspects of nonprofit management and development.
- Extensive networking opportunities with international development professionals.
- Skills development in fundraising, partnership building, and strategic planning.
- Certificate of completion and strong reference letters for future opportunities.

Career Advancement Potential

- Job Creation Opportunity: Exceptional performance and successful partnerships/projects can lead to creating your own full-time position within First Web Foundation.
- Leverage Legal Status: Benefit from working with a legally registered South African nonprofit with established credibility and compliance.
- Leadership Pathway: Potential advancement to Executive Director or CEO roles as the organisation expands.
- Network Access: Build relationships that can lead to opportunities within partner organisations and the broader development sector.
- Entrepreneurial Platform: Use this role as a launching pad for your own social enterprise or consulting practice.

Recognition and Support

- Official title and recognition as Strategic Operations and Development Coordinator.
- Dedicated First Web Foundation email address and business cards.
- Flexible working arrangements that accommodate personal and professional growth.
- Performance-based progression with clear metrics and advancement criteria.
- Access to professional development resources and training programs.

Impact and Experience

- Lead initiatives that directly impact thousands of African communities.
- Build a portfolio showcasing successful fundraising and partnership development.
- Gain a comprehensive understanding of nonprofit operations and governance.
- Contribute to achieving Sustainable Development Goals across Africa.
- Experience the satisfaction of building something meaningful from the ground up.

Why This Role Offers Exceptional Career Potential

This position is designed for ambitious professionals who want to combine social impact with career advancement. Unlike traditional volunteer roles, this opportunity allows you to:



Build Your Own Future

Your success in securing partnerships and funding directly creates opportunities for permanent employment within our growing organisation. The better you perform, the more resources become available to offer you a full-time position.



Leverage Established Infrastructure

Work within a legally registered South African nonprofit with existing credibility, systems, and partnerships. You're not starting from scratch—you're accelerating an existing mission with proven impact.



Develop Comprehensive Skills

Gain experience across all aspects of nonprofit management, from strategic planning to financial administration, making you highly valuable in the development sector.



Access Decision-Making Level

Work directly with trustees and founders, giving you insight into organisational governance and strategic thinking that's rarely available to early-career professionals.

Ready to Build Your Career While Transforming Communities?

This is your opportunity to join First Web Foundation at a pivotal moment in our growth. As our Strategic Operations and Development Coordinator, you'll help scale our impact across Africa while building the skills, network, and experience that will define your career in the development sector.

We're not just offering a volunteer position—we're offering a partnership in building something extraordinary. Your success becomes our success, and our growth creates your career opportunities.

Commitment to Diversity and Inclusion

First Web Foundation is committed to creating an inclusive environment where all individuals can contribute their unique perspectives and talents to our mission of digital empowerment across Africa. We actively encourage applications from people of all backgrounds, regardless of race, ethnicity, gender, gender identity, sexual orientation, age, religion, socioeconomic status, or disability.

We particularly welcome applications from individuals with disabilities and are committed to providing reasonable accommodations to ensure all volunteers can participate fully in our programmes. Our virtual work environment offers flexibility that can support diverse accessibility needs, and we're happy to discuss any adjustments that would help you succeed in this role. If you need any accommodations during the application process or have questions about accessibility, please don't hesitate to reach out to us.

Ready to join our inclusive team? Apply today and help us build a more digitally connected and equitable Africa.

Application Deadline:

No deadline – applications are being received and reviewed on a rolling basis until each position is filled.

How To Apply

Apply now through **Idealist.org**. Click on the button below to get started!

[Click here](#)