



Job Description

Job title: Program Assistant

Reports to: Vice President, US

Status: Non-exempt; Full-time position with benefits

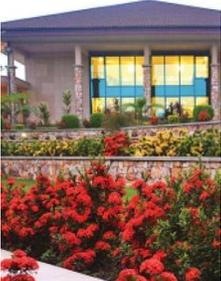
Compensation: \$37,500

Start date: July 2017

Position Summary: Ashesi University Foundation in Seattle is dedicated to building a global community of support for Ashesi University in Ghana. Our mission is to educate a new generation of ethical, entrepreneurial leaders in Africa.



The Program Assistant is a key position in a small office – soon to be located in downtown Seattle – that works with an international team of staff, trustees and volunteers. The Program Assistant is involved in all aspects of the Foundation’s work, from managing team travel and events to donation processing and donor engagement. An ideal candidate will have excellent attention to detail, strong communication and writing skills and be able to manage multiple projects at a time. This position is a great opportunity for candidates looking to gain a wide range of skills in the non-profit sector.



Essential Duties and Responsibilities:

- Manage travel coordination for Ashesi staff
- Coordinate event logistics, communication and follow-up
- Provide administrative support to the Vice President in support of the overall goals of the team
- Maintain multiple complex calendars with appointments and meetings
- Promote annual trip and manage communication with trip participants, campus leads and tour company in Ghana
- Receive and process all gifts; Oversee database entry; Ensure donors are personally thanked
- Compile and process expense reports, reimbursements and check requests
- Reach out to members of Ashesi’s community to share news from the university and discuss the donor’s connection to the mission, through personal meetings, phone calls, emails and social media
- Participate in the planning and execution of fundraising campaigns by preparing materials, creating timelines, and managing logistics.
- Provide front line response to information requests by phone, email and mail
- Conduct research and analysis for special projects
- Work as part of the foundation team on projects to develop, cultivate and engage the Ashesi community – pitching in wherever needed



Skills/Qualifications:

- Ability to effectively, flexibly communicate the mission and programs of Ashesi
- Strong organizational skills and attention to detail
- Excellent problem-solving, writing and interpersonal skills
- Ability to identify and complete work independently
- High proficiency in Microsoft Office, in particular MS Outlook
- Bachelor’s degree and experience representing an organization to a variety of

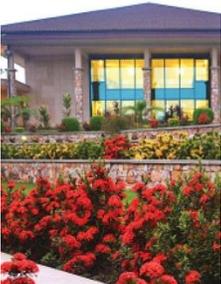




- stakeholders, preferably in a non-profit setting
 - Experience with donor databases (i.e. Salesforce, Raiser's Edge, etc.) and travel/event planning a plus
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Ashesi University Foundation is a Seattle-based 501(c)3 organization dedicated to building a global community of support for Ashesi University, an African-initiated non-profit university in Ghana. Ashesi's mission is to educate a new generation of ethical, entrepreneurial leaders in Africa; to cultivate within our students the critical thinking skills, the concern for others and the courage it will take to transform their continent.



In 2002, Patrick Awuah, Ashesi's Ghanaian founder, created Ashesi to address Africa's biggest roadblocks to progress: the need for ethical leadership and innovative thinking. Now celebrating its 15th anniversary, Ashesi has established a reputation as a leader in undergraduate education in Africa, pioneering the combination of a strong liberal arts core with practical majors in business, engineering, computer science and management information systems, and a four-year focus on ethical leadership development. In 2015, Patrick was named a MacArthur Fellow for his work in higher education in Ghana.



Ashesi has a 15-year track record of empowering young Africans from diverse backgrounds to develop the motivation and the skills they need to create their own solutions to Africa's challenges.

- Over 90% of Ashesi graduates stay in Africa
- Our 892 graduates have a 93% placement rate
- Ashesi students come from over 20 African countries and have diverse religious, ethnic and economic backgrounds
- 48% of Ashesi's 791 students are women; 51% of students receive financial aid
- To date, Ashesi has given over \$13 million in financial aid to students in need



Since its founding, Ashesi University and Foundation have raised nearly \$30M – partnering with donors, foundations, government agencies, and investors – to fund the University's start up, program and campus development, and student scholarships. In 2011, the Ashesi community celebrated the inauguration of our new campus home in Berekuso, Ghana. In October 2015, we launched our world-class engineering program committed to gender balance.

Now, Ashesi plans to grow its student body to 1,000, expand student recruiting across Africa and add additional high-impact majors. Our goal is to contribute towards a renaissance in Africa.



For detailed information about Ashesi University Foundation, please visit our website at www.ashesi.org.