About Hilltop Schools
Hilltop Schools runs 19 schools in Liberia. Hilltop Schools is a Liberian organization, established in 2019. We are accepting the responsibilities to support the students of the former More Than Me Foundation, to ensure every child continues to have access to quality education. We operate an all-girls tuition free Academy in Central Monrovia and support 18 government schools in Montserrado, Bomi and Gbarpolu Counties. We serve over 3,000 children in our schools.

Role Summary
Impact Officer will work closely with the Director of Growth and Education Team to ensure learning outcomes on the ground, and share stories of impact across school communities, counties, Liberia, and the world. This person is a problem-solver. They are able to utilize data compiled by relevant departments of Hilltop, understand challenges, and work with teams to find effective solutions. They understand data and can translate it up to tell a bigger story. The Impact Officer will be a liaison between the general public, donors, etc., to tell Hilltop stories of impact and the importance of student learning, health, and safety, to all stakeholders.

Working closely with HSI’s Leadership, Program teams, and foundations, corporations and communities, the Impact Officer will maximize impact throughout the organization. This role is part-time (10 days per month) with the potential for advancement.

Key areas of responsibility are described below:

**Impact + Evaluation (4 days per month)**
- Work with program teams to set regular results targets by Program (MTMA, LEAP, Scholarship, Survivor) + Focus area (Education, Safety, Health)
- Review program reports on a regular basis (monthly or by marking period)
- Provide feedback to program team on improvements
- Conduct site audits to verify reported data
- Utilize learning data as compiled by relevant departments, and work with education team to share results with schools, and determine training, actions based on results
- Write summary reports and case studies to showcase HSI impact

**Fund Development (2 days per month)**
- Host visitors to schools to ensure they understand the scope and impact of Hilltop Schools’ work and how they can help
- Foster meaningful, lasting relationships with donors in Liberia and abroad, seeking to understand the impact they wish to have through their strategic giving.
- Identify, cultivate, recruit, and organize supporters and potential stakeholders.
- Support in development of grant proposals and grant reporting.

**Marketing + Media (4 days per month)**
- Gather stories, photos, and data for grant reporting, communications, and quarterly impact reports
- Support in marketing efforts and campaigns, working with board members, external contractors and internal staff to execute events, campaigns, and effective media engagements
- Collaborate with staff to develop robust communication and stewardship program to keep partners and stakeholders informed about HSI activities, successes AND challenges
- Support in writing and editing copy for all communications as needed
- Represent HSI at Liberia - based meetings and/or speaking engagements to promote awareness and generate targeted engagement.
- Analyze data around campaigns and align marketing strategy with fundraising strategy
Qualifications

- Master’s degree in a relevant field required
- A minimum of 6 years of progressively responsible professional experience Excellent communication and diplomatic skills, with a professional verbal and written fluency in English
- Advanced document formatting skills with the ability to create beautiful, well designed communication materials
- Self-directed and independent with the ability to prioritize tasks and activities without significant oversight
- Experience interacting with donors, writing grant proposals, and tracking results
- Experience recruiting, developing, managing, and motivating staff and large teams
- Demonstrated skills building and maintaining relationships with a variety of stakeholders
- Strong ability to work as a collaborative team player; comfort using technology systems

Application Process and Deadline

All interested candidates are requested to please send via email: one (1) letter of application indicating your qualifications for the post, a c.v. and at least 3 references and their contact details to the following email addresses: margretta@hilltopschools.org; careers@hilltopschools.org. Deadline for sending application letters is Monday, December 23, 2019 @ 5pm. Only short-listed candidates will be contacted.