



Ayiwa Danquah Memorial Foundation LBG

We are Hiring in 2026!

The Ayiwa Danquah Memorial Foundation announces a vacancy post!

Deadline to apply: Extended to April 10, 2026

Job Title: Project Manager

Organization: Ayiwa Danquah Memorial Foundation (ADMF)

Location: Buokrom Estate Kumasi, Ghana

Reports To: Executive Director / Board of Trustees

Employment Type: Full-Time (Contract: 2026 Hiring Period)

About the Foundation

The Ayiwa Danquah Memorial Foundation was established to honor the legacy of Afia Ayiwa Danquah, founder of Modern International School Kumasi Limited (MISKL). Our mission is to promote educational equity by supporting underprivileged children through scholarships, facility upgrades, and extracurricular development.

Position Summary

We are seeking a dynamic and mission-driven **Project Manager** to lead and coordinate the daily operations of the foundation. The ideal candidate will be **altruistic, collaborative, conscientious, versatile, tenacious, and articulate**, with a passion for educational development and child welfare.

The ideal candidate will specifically oversee the implementation of the Foundation's 2025 - 2026 strategic initiatives in operations, fundraising, scholarship programs, and facility upgrades at Modern International School Kumasi Limited (MISKL) demonstrating strong leadership, integrity, and a commitment to educational equity.

Key Responsibilities

Fundraising & Resource Mobilization

- Develop and implement fundraising strategies to support ADMF's 2025–2026 projects.
- Cultivate relationships with donors, sponsors, and grant-making institutions.
- Organize fundraising events and campaigns aligned with the foundation's values.

Program Management

- Oversee scholarship and bursary programs for underprivileged students at MISKL, Project commencement period (initial threshold: 5 pupils).
- Monitor academic performance and extracurricular participation to determine eligibility.
- Coordinate extracurricular initiatives in arts, sports, and community service (TBD).

Facility Development

- Manage planning and execution of upgrades to computer labs, libraries, playgrounds, and classrooms at Asokwa and Buokrom campuses (TBD).
- Liaise with contractors, vendors, and school administrators to ensure timely and quality delivery.

Operations & Reporting

- Track project milestones, budgets, and outcomes.
- Prepare regular reports for the Board of Trustees and stakeholders.
- Ensure compliance with legal and organizational standards.

Stakeholder Engagement

- Collaborate with school leadership, community members, and government agencies.
- Represent ADMF in public forums and advocacy initiatives.

Key Responsibilities

- Lead fundraising efforts to support ADMF's core projects.

- Administer scholarship and bursary programs for underprivileged students (starting Project commencement period; initial cohort: 5 pupils).
 - Coordinate extracurricular initiatives in arts, sports, and community service.
 - Manage upgrades to libraries, computer labs, playgrounds, and classrooms at Asokwa and Buokrom campuses.
 - Monitor project timelines, budgets, and reporting.
 - Engage with stakeholders including school leadership, donors, and service providers.
-

Qualifications

- Bachelor's degree in Project Management, Education, Development Studies, or related field (Master's preferred).
 - Minimum 3–5 years of experience in nonprofit project management or educational program coordination.
 - Proven track record in fundraising and donor engagement.
 - Strong organizational, communication, and leadership skills.
 - Proficiency in Microsoft Office and project management tools.
 - Proven ability to mobilize resources and manage multi-stakeholder projects.
-

Core Competencies

- **Altruism:** Genuine commitment to child welfare and educational equity.
- **Collaboration:** Ability to work effectively with diverse teams and stakeholders.
- **Conscientiousness:** Attention to detail and accountability in execution.
- **Versatility:** Adaptability across multiple project domains.
- **Tenacity:** Persistence in overcoming challenges and driving results.
- **Articulateness:** Clear and persuasive communication in speech and writing.

Compensation

Salary range: Quite **attractive** and would be based on experience and qualifications. Additional benefits may include performance-based incentives, professional development support, and travel allowances related to project activities.

How to Apply

Interested candidates should **complete the online application** and submit together with a cover letter and CV to AyiwaDanquah.info@gmail.com by **April 10, 2026**.

Please note all fields marked with * on the application form must be completed.

Click below on the link to access the Online application:

<https://assets.jottful.com/2223/project-manager-online-app-2026.pdf>

For further information on the Foundation, please visit www.miskl.org/foundation and for jobs www.miskl.org/foundation/jobs .