

Fundraiser – Sponsorship & Institutional Donors

KEY TERMS OF JOB

Job title	Fundraising Manager - Sponsorship and Institutional Donors
Location	Johannesburg, South Africa
Reporting to	Deputy Director
Contract	Fulltime role on permanent contract
Salary	Competitive

KEY RESPONSIBILITIES

The Fundraising Manager is responsible for developing and delivering on the fundraising strategy of the organisation, and is responsible for raising funds from corporate and institutional donors, to supplement existing grant funding with unrestricted funding from corporates, grant-makers and other sources. The fundraising manager will be responsible for developing sustainable funding streams to support and expand the work of the organisation.

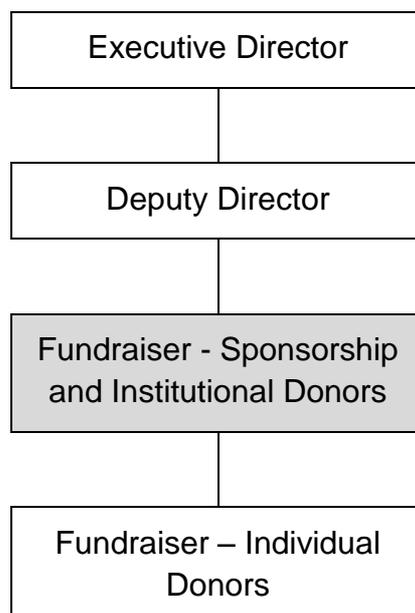
Specifically, the fundraising manager will be responsible for:

- Developing and delivering a comprehensive and coherent fundraising strategy for the organisation
- Setting and achieving realistic time-limited fundraising targets, agreed in consultation with key staff
- Creating a sustainable and diverse fundraising portfolio, with funding streams including corporates, trusts/foundations and other grant-makers, with appropriate priorities

- Supporting the development of large-scale multi-country funding proposals to international funders
- Undertaking prospect research and developing a comprehensive fundraising database that captures all relevant information, as well as handling all administrative aspects of fundraising
- Developing standardised fundraising and publicity materials for awareness- and fundraising
- Seeking new and appropriate contacts and partnerships with relevant organisations
- Leading communication with key donors and funders with the aim of cultivating, growing and sustaining long-term funding and collaboration
- Ensuring reporting to funders is accurate, transparent and timely
- Liaising with the Deputy Director and Finance Manager to ensure careful budgeting, realistic fundraising targets and coordinating timely access to funds from donors
- Contribute to AC projects by carrying out activities which may fall outside of the job description when required to do so.

The Fund-raising manager oversees the work of the Fund-raiser: Individual Donors, by supporting the development of a fund-raising strategy, the setting of targets, and regular monitoring of progress towards achieving these targets.

REPORTING RELATIONSHIPS



REQUIREMENTS QUALIFICATIONS AND EXPERIENCE

Qualifications	A Bachelor's Degree
Experience	<ul style="list-style-type: none">• Minimum 10 years of experience with donor identification, project-management, relationship-building, and fundraising experience, particularly with non-profit organizations• A strong track record of securing funding from corporates, grant-makers and other institutions• A strong portfolio of communication and awareness-raising materials
Skills	<ul style="list-style-type: none">• Excellent planning, time management and organisational abilities• Highly motivated and able to work independently to agreed goals and targets and take ownership of the fundraising programme of the organisation• Outstanding written and verbal skills• Excellent interpersonal skills• Experience with nonprofit fundraising software would be an advantage
Knowledge	<ul style="list-style-type: none">• An understanding of fundraising and the media in Africa
Attributes	<ul style="list-style-type: none">• Excellent personal contacts and connections with potential major donors• Ability to work effectively as part of a small close-knit team