



Who are we?

The QuadPara Association of South Africa (QASA) is an NPO of quadriplegics and paraplegics with the vision that all quadriplegics and paraplegics will live their lives to their full potential.

QASA provides products; projects and services as well as lobby and advocacy and prevention programs to ensure the vision, mission and goals are achieved. It is well known that people with disabilities in South Africa have historically been socially and economically isolated by discriminatory attitudes and policies.

The opportunity...

QASA seeks to appoint a **National Fundraiser**, based at the QASA head office in Gillitts, KwaZulu-Natal.

The Fundraiser will engage in fundraising and awareness for QASA.

A proven record of generating donor funds to a value of at least R6-10m per annum. You will be able to expand the donor base, increase existing funds, and extend the visibility of the organisation within the business and commercial sector basis.

The primary role of this is the development and writing of proposals, grant/funding opportunity research, seeking opportunities and managing grant compliance and reporting.

It is essential that you will be to be able to identify new areas of funding and to access possible new sources of income.

There is a requirement to nurture and develop strong relationships with donors, keep them informed of action within the organisation and to give sound reporting on donor funds to reassure them of the use of their contributions.

You must have experience in Marketing and PR and have been involved in developing the strategic direction of fundraising in previous positions.

Ideally QASA seeks someone who has sound Marketing and Communication skills, with extensive written and verbal skills in English in order to handle grants and proposals, and to be a strong planner and organiser. You will run the database of donors and keep accurate records of funding.

Requirements:

- Excellent verbal and written communication skills;
- Competent use of Microsoft Office;
- Skill in use of research techniques in both print and electronic media;
- Ability to establish and maintain professional relationships and enduring organisational support;
- Planning regular and establishing new fundraising methods and techniques to meet targets;
- A proven track-record in fundraising, preferably in raising funds from corporates.
- A minimum of 3 years experience in proposal writing, either and preferably in a non-profit organisation or in the commercial/corporate sector.
- Proven ability to develop and write excellent proposals.
- A high level of proficiency in English.
- An understanding of the local and international donors, the NGO sector and fundraising trends.
- The ability to take initiative / see opportunities.
- Attention to detail and Good general organising skills.
- Ability to work under pressure, and willing to work after hours when faced with deadlines.
- A team player who also works well independently.

Personal skills/attributes

- Establishing and maintaining interpersonal relationships;
- Communicating effectively with persons on varying levels inside and outside the organisation;
- Performing for or working directly with the public;
- Developing and writing dynamic funding proposals.
- Researching and approaching (national and international) FOIs (foundation, organisation and Institutions), trusts, government agencies and other bodies that could potentially make grants/donations to QASA
- Managing/facilitating the grant application process.
- Assist the CEO and QASA EXECUTIVE with the development of an effective fundraising strategy, in line with the organisation's strategic plan.
- Develop, write and submit reports to donors timeously.
- Tracking and coordinating all funding applications being made
- Assist Regional Associations staff and fundraisers, where needed, to develop their fundraising capacity, particularly around proposal development. To offer guidance to Regional Associations on proposals where needed. At times even to the point of leading/facilitating the proposal development and writing process for a Regional Association.