The Mapungubwe Institute for Strategic Reflection (MISTRA) was founded by a group of South Africans with experience in research, academia, policy-making and governance who saw the need to create a platform of engagement around strategic issues facing South Africa. Based in Johannesburg, MISTRA aims to create dedicated capacity for raising funds and other resources through the appointment of a

RESOURCE MOBILISATION OFFICER

Key responsibilities of the role include

- Implementation of the MISTRA Resource Mobilisation Strategy
- Update and review the Resource Mobilisation Strategy and programme
- Follow-up on resource mobilisation tasks
- Undertake resource mobilisation research
- Ensure the implementation of the resource mobilisation responsibilities assigned to the Council and Board members
- Interact with donors and set up meetings
- Attend meetings where necessary
- Provide administrative support to the Resource Mobilisation SubCommittee

Qualifications & experience

- Grade 12 plus a qualification in any of the following fields: Development Studies, Political Science or Business Management
- The ideal candidate would have worked in the NGO sector or the donor community or corporate social investment field

Background Knowledge

Candidates should have some background knowledge of fundraising, resource mobilisation, social investment decision-making processes and trends, donor community, ICT and database management, advanced knowledge of Excel and proven track record in use thereof.

Skills & Approach

- Outstanding research skills
- Strong people skills
- Strong planning and organisational skills
- Sound written and verbal communication skills
- A creative and out of the box approach to resource mobilisation will be an advantage

If you are interested in this exciting position and wish to apply please send an updated CV and a motivation letter by Friday 7th February 2014 clearly stating why you believe that your skills and experience make you a suitable candidate to tracy@actionappointments.co.za Please also download and complete the Action Appointments bio-summary form which can be found at the top of the Vacancies page at www.actionappointments.co.za