

Job Description

Job Title	Business Development - Corporates, Trusts and Foundations Specialist
Department	Fundraising
Salary Level	7
Reports to	Head of Philanthropy and Partnerships
Location	Johannesburg, South Africa
Purpose of the job	Drive revenue growth by securing and expanding high-value partnerships with Corporates, Trusts, and Foundations. Cultivate and steward donor relationships through strategic engagement, tailored funding proposals, and impactful stewardship initiatives to maximize financial commitments and donor lifetime value. Leverage data-driven insights, fundraising best practices, and innovative donor acquisition strategies to achieve and exceed income targets.

ABOUT MSF

Doctors without Borders (MSF) is an international, independent, medical humanitarian organisation committed to provide medical assistance to people affected by armed conflict, epidemics, healthcare exclusion, natural and man-made disasters; and speaking out about the plight of the populations assisted. MSF assists people based only on need and irrespective of race, religion, gender or political affiliation. Today, MSF is present in more than 73 countries, where thousands of MSF doctors, nurses, logisticians, water-and-sanitation experts, and other medical and non-medical professionals work together to bring essential health services to people caught in humanitarian crises.

JOB OVERVIEW

Visions of the post

The MSF SA Fundraising Team mission is:

To **inspire** and **engage** the South African community to take action to save lives around the world through financial support towards MSF projects. The Philanthropy team **promotes philanthropic giving** from **Individual Donors, Corporates, Trusts and Foundations**, ensuring authentic, rich and focused donor journeys with accountable reporting.

In particular:

- ☐ With support from the Head of Philanthropy and Partnerships, the Corporates, Trusts and Foundations Specialist will be responsible for developing, cultivating and maintaining relationships with existing Corporate, Trust and Foundation donors and prospects.
- ☐ To be accountable for reporting to the portfolio of Corporates, Trusts and Foundations, in order to ensure continued trust and lifetime value of these donors.
- ☐ To organise, manage and attend to cultivation and prospecting events for Corporates, Trusts and Foundations with the support of the Philanthropy team.
- ☐ The majority of his/her time will be spent engaging directly with donors and prospects, including preparation and delivery of tailored proposals, reports, updates and any relevant correspondence to donors with lead and support from the Head of Philanthropy and Partnerships.

KEY TASKS & RESPONSIBILITIES

To ensure continued support of MSF and to seek new funding opportunities from prospective donors, with a focus on Corporates, Trusts and Foundations support, to increase income.

To pro-actively contact/engage with this segment of donors on a regular basis, as per agreed communication and relationship cycles, with a keen focus on sending proposals, updates and reports.

- Develop and execute a target-driven fundraising strategy to secure and grow income from Corporates, Trusts, and Foundations, aligning with MSF's financial goals.
- Identify, cultivate, and steward high-value donors through personalized engagement plans, impact-driven proposals, and exclusive networking opportunities.
- Set and track financial KPIs (e.g., donor acquisition, retention, and ROI) to evaluate performance and optimize fundraising strategies.
- Support the Head of Philanthropy and Partnerships in the strategic creation and distribution of reactive communication with donors.

Developing profiles and assisting in the development of relevant material

- Partner with Communications team to drive innovative donor acquisition campaigns and enhance MSF's corporate and philanthropic visibility.
- Collaborate with the Retentions Team to refine and develop donor retention materials, ensuring messaging is data-driven and strategically designed to strengthen long-term donor relationships. For example, co-ordinating Mamela/ e-Mamela (MSF Magazine) donor features and appreciation.
- Explore new funding models such as cause-related marketing, and shared-value partnerships, to diversify income streams.
- Monitor trends in corporate giving and philanthropy to refine engagement strategies and strengthen MSF's positioning among high-value donors.
- Develop and maintain donor profiles for Corporates, Trusts, and Foundations, leveraging data insights to tailor engagement strategies and maximize fundraising potential.
- Work closely with the Head of Philanthropy and Communications Team to create compelling donor-facing content, including targeted appeals, impact reports, crisis updates, and thought leadership pieces.

Organising meetings and events

- Plan and execute high-impact stewardship events for Corporates, Trusts, and Foundations, ensuring alignment with the Philanthropy team's annual strategy to strengthen donor relationships and drive financial commitments.
- Represent MSF Southern Africa at key networking and industry events, proactively identifying and cultivating potential high-value donors to expand funding opportunities.
- Facilitate targeted donor meetings with senior stakeholders, including board members, trustees, and fieldworkers, ensuring strategic engagement that fosters long-term partnerships.
- Support third-party fundraising initiatives led by Corporates, Trusts, and Foundations, working collaboratively with the Retentions Team to maximize donor participation and revenue potential.
- Oversee and coordinate activities of Reporting and Prospect Research interns, ensuring data-driven donor insights that inform engagement strategies and fundraising priorities.

Reporting, planning and data management.

- Update and maintain Corporate, Trust/ Foundation donor records on the donor database (CRM) and other systems, to ensure knowledge management and business continuity, complying with data protection legislation.
- Work with Head of Philanthropy and Partnerships to develop detailed plans and calendars for this high-value fundraising programme.
- Maintain and update key documentation related to Corporates, Trusts/ Foundations within his/her portfolio, in particular, gift charting.

- ☐ Prepare and submit comprehensive monthly reports to donors (where required) and internal reports for activity monitoring using agreed templates and reporting formats.
- ☐ Under the guidance of the Head of Philanthropy and Partnerships, works with external service-providers as required, such as for database screening to identify potential major gift donors in this segment.
- ☐ Data cleaning and ongoing research, with Prospect Research Intern, to ensure that data for donors in this segment, is as accurate as possible and increasingly detailed.
- ☐ Liaise with Funding Unit (Brussels) within MSF periodically to understand our fundraising targets, reporting requirements and other related matters on an on-going basis.
- ☐ Ensure detailed tracking of all interactions with Corporate, Trust/ Foundation donor segment and data analysis to guide decision-making and planning.

Other

- ☐ Actively participate in training and development activities related to Philanthropy and Partnerships donor segments, including participating in international working group discussions and conferences, in person or virtually.
- ☐ Participate in regular staff and team meetings and other MSF Southern Africa activities as required.
- ☐ Collaborate with the Fundraising team, other requisite units within MSF, such as Communications, Operations/ Medical teams related to fundraising and/ or other related activities as required.
- ☐ Prepare and keep a track of the audit of Earmarked and Non-Earmarked Funds within the Philanthropy team for this donor segment.

REQUIREMENTS

Education & Experience

- ☐ **Bachelor's degree** minimum, or equivalent qualification in fundraising, business administration, sales, marketing, data analytics, or key account management.
- ☐ Minimum 3 years' experience

Recommended:

- ☐ **Experience with financial planning and forecasting** to align with revenue-driven responsibilities.
- ☐ Familiarity with **Corporate Social Responsibility (CSR) trends and shared-value partnerships.**

Essential Personal Attributes

- Experience fundraising within, or for Corporates, Trusts/ Foundations, with a proven track record in managing donor relationships and generating significant income is highly preferable.
- Excellent with creating engaging written and oral communication skills.
- Accuracy and excellent attention to detail.
- Ability to analyse complex information and compile into concise, powerful and persuasive proposals and reports.
- Excellent interpersonal, diplomatic, persuasion, sales and negotiating skills.
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively.
- Ability to work independently, whilst adhering to general guidelines, with capability to use initiative and seize opportunities.
- Computer literate and confident in using all Microsoft Office programmes and databases.
- Ability and willingness to travel domestically and internationally.

- Fluency in written and spoken English and other Southern African languages an advantage.
- Demonstrated commitment to the aims and values of MSF.

Name

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