

<b>Job Title:</b>	<b>Fundraising and Grants Manager</b>	<b>Employment Status:</b>	<b>Fixed Term</b>
<b>Location:</b>	<b>Edenvale, Johannesburg</b>		
<b>Job Description</b>			
<p><b>1. JOB PURPOSE</b></p> <p>The purpose of the Fundraising and Grants Manager role is to develop and implement a multi-faceted fundraising strategy resulting in the diversification of income streams and to work towards growing sustainable income streams for Themba lethu Development NPC (TD).</p> <p><b>2. DUTIES AND RESPONSIBILITIES</b></p> <p><b>Fundraising Strategy Development</b></p> <ul style="list-style-type: none"> <li>• Formulate and implement a comprehensive fundraising strategy aligned with the organisation's vision, mission and goals.</li> <li>• Actively identify and engage with potential funders, including international donors, philanthropic organisations, government and other funding agencies.</li> </ul> <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Utilise an extensive network of contacts in the international and local donor funding and philanthropic world to cultivate strategic partnerships.</li> <li>• Establish and maintain strong relationships with existing and potential funders to enhance the organisation's funding prospects.</li> </ul> <p><b>Fundraising Campaigns</b></p> <ul style="list-style-type: none"> <li>• Plan and execute targeted fundraising campaigns and initiatives to generate financial support for specific projects and programmes.</li> <li>• Meet or exceed income goals and contribute towards the development and achievement of the organisational strategy.</li> <li>• Collaborate with the communication team to create compelling fundraising materials and donor-centric messaging.</li> </ul> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Grow a sustainability fund for the organisation through innovative initiatives.</li> <li>• Assist with the sourcing and management of business development opportunities.</li> </ul>			

### **Grant Management**

- Lead the development of high-quality grant proposals and applications for project and institutional funding.
- Ensure timely submission of proposals and compliance with donor requirements.

### **Financial Reporting**

- Ensure regular updates on financial reporting related to grants are provided on time by the Finance Department.

### **Donor Stewardship**

- Implement donor stewardship activities to recognise and appreciate donor contributions, fostering long-term donor loyalty.
- Track and measure the impact of funded projects in collaboration with the Programmes Management Team.

### **Research and Market Intelligence:**

- Stay informed about funding trends, donor priorities, and philanthropic opportunities in the development and related sectors.

## **3. MINIMUM REQUIREMENTS**

- 6 – 8 years' experience in multi-faceted fundraising programmes, including a successful track record of meeting and exceeding challenging targets and year on year income growth.
- +4-year experience in fundraising and grants management within the NPO sector.
- Degree level education.
- Strong networking capacity.
- Understanding of online mechanisms related to fundraising activities.
- An excellent command of English to be able to produce top-quality proposals.
- Ability to innovate and identify mechanisms to diversify income sources.
- Strong organising and analytical skills.
- Strategic management
- Attention to detail.
- Excellent verbal and written communication skills including strong presentation skills.
- Ability to work well under pressure and to meet deadlines.
- Customer service focused with the ability to form effective internal and external relationships.
- Proficient in the use of MS packages (Word, Excel, PowerPoint, Outlook).
- Growth mindset
- Willing to travel with driver's license and own reliable vehicle.