



Vacancy

About the Organisation: Columba Leadership (Columba.org.za) is a world-class, purpose-driven non-profit organisation. By helping South Africans transcend their personal circumstances through values-based leadership, Columba Leadership catalyses youth-led change in schools and communities – as well as activating youth enterprise and employment. The resulting impact is unique, meaningful and measurable.

The Role: Columba Leadership is looking for a dedicated and experienced Funder Relationship Manager. The ideal candidate will have a strong background in building and maintaining relationships with Funders as well as experience in ensuring compliance with Funding Agreements. Must have experience in the NGO Sector.

Position	Funder Relationship Manager
Position Type:	Permanent
Reports to	CEO
Qualification	• Bachelor's Degree in a relevant field (e.g. business, marketing, communication)
Experience	• Proven 5 years of experience in donor relationship building and management • Proven experience in CRM system and donor database • Experience in a development sector environment
Attributes / Abilities / Characteristics	• Strong interpersonal, communication and relationship-building skills • Excellent writing and presentation skills • Ability to demonstrate exceptional project management, organisational and time management skills, with an ability to prioritise and manage multiple projects simultaneously • Experience with Donor Stewardship • Proficient in MS Office Suite • Highly efficient with deliberate focus on attention to detail and holding of confidentiality • Good team player as well as having the ability to work independently • Evidence of good staff development and management experience • Demonstrates values-based leadership • Takes responsibility for own growth, development and mastery
Driver's License	Essential
Key Performance Areas	Duties include but not limited to: 1. Donor Management a. Build and maintain strong, long-term relationship with donors b. Manage Donor database c. Adhere to marketing interest of Columba Leadership and Funders d. Monitor donor retention e. Oversee accurate tracking and recording of donations

2. Donor Communication and Stewardship

- a. Develop and implement strategies to deepen donor relationships
- b. Oversee corporate participation
- c. Oversee school visits, ensuring internal alignment and oversee logistics

3. Salesforce as Fund Dev CRM and SharePoint

- a. Develop data monitoring and reporting on Salesforce as Fund Dev CRM and SharePoint for all donor connections

4. Grant Compliance

- a. Ensure adherence to contractual agreements
- b. Manage grant agreements and donor requirements, including social media and WhatsApp groups
- c. Ensure timely, accurate and personalised donor communication
- d. Ensure that Thank You letters are prepared and distributed timeously
- e. Responsible for compiling and finalising Annual Report
- f. Responsible for preparing and distributing invoices, Section 18a Certificates, Thank You Letters, SED Affidavits and Acknowledgements

5. Team Management

- a. Lead and manage Fund Development Support Team Member providing support, training and performance feedback

6. Events Management

- a. Ensure that invitations are distributed

Protection of Personal Information – Employment candidates

1. Columba Leadership is a Responsible Party in terms of the Protection of Personal Information Act 4 of 2013.
2. Columba Leadership will take all prescribed and reasonable precautions to ensure that your information is safeguarded.
3. By submitting your Curriculum Vitae and a Letter of Motivation in respect of this vacancy you understand and agree that:
 - 3.1 Columba Leadership needs to collect, keep and use your personal information in order to evaluate your application for purposes of potential employment opportunities.
 - 3.2 Columba Leadership will only use the information to carry out the necessary recruitment related activities.
4. You therefore give your consent to Columba Leadership to process your information knowing all of the above, being aware that you can:
 - 4.1 Withdraw this consent at any time
 - 4.2 Have a right to request access to your data at any time, in the prescribed form
 - 4.3 Have a right to request that your data is corrected or updated, in the prescribed form
 - 4.4 Have the right to complain to the information regulator
 - 4.5 The necessary information to assist you in exercising these rights is in Columba Leadership's PAIA Manual, which is available on the Columba Leadership website