

Kevin Richardson Foundation seeks Non-Profit Company Manager

Job position: Foundation Manager

Position: Permanent

Location: Gauteng preferred, remote possible

The Kevin Richardson Foundation (KRF) was established in 2018 to advance the protection of wildlife with the lion (*panthera leo*) as its flagship specie. The organization tackles the four main issues that threaten wild lion populations: human-wildlife conflict, shrinking habitats, poaching and snaring, and lack of opportunities for communities living on the fringes of lion habitats.

KRF runs successful interventions in each focus area and has been supported by a large community of individual donors from across the globe. With our proven track record, we are now looking for new leadership that will usher in the next stage of our organization - expanding into institutional, grant and high net worth donor networks and funding. This new era of leadership and the need to pivot our fundraising strategies, comes at a time when we plan to embark on a large-scale capital campaign to support an ambitious habitat acquisition and expansion program.

The Foundation Manager will be responsible for (but not limited to) the following duties:

- Compile and maintain a database of local and international donor organisations
- Compile, maintain and update a donor strategy.
- Regularly monitor and evaluate relevant donor proposal calls from donor websites and identify and inform Management Team of donor opportunities matching the work of the KRF.
- Prepare funding submissions and ensure timely and compliant submission.
- Assist the Executive team in writing concept notes and project proposals.
- Manage the compilation of joint funding proposals with KRF partners (government, civil society, business, research and academia).
- Provide support for meetings with donors, such as documentation, notes and follow up.
- Provide advice on different donor reporting and governance requirements.
- Build KRF donor care capacity.
- Provide advice on KRF communications with the donor community

We are seeking to engage someone who has:

- A history of success in capital fundraising campaigns
- Experience in building and managing small non-profit teams
- Experience in managing the overall operations of a small/medium non-profit or public benefit entity
- Financial planning skills and budget management
- Excellent stakeholder engagement and donor relations
- Ability to report to the Board on all activities, financials, project KPI's and fundraising campaigns

Essential skills:

- The ability to work with a widespread team and partners and communicate effectively via email and Zoom
- Excellent writing skills
- Experience in international grant applications and fundraising
- Experience in grants management and reporting
- Fundraising campaign strategy and management
- Proficiency in Microsoft Office Suite
- Ability to travel
- Confidence to chair meetings as well as deliver presentations at AGMs and to potential donors

Nice to haves:

- Passion for or history of working in the conservation, environmental and wildlife sector
- Basic design or editing skills
- History in legacy and bequeathments management as well as cultivating such relationships
- Newsletter database management