

Etafeni day care centre trust

working together to promote wellbeing, breaking the cycle of poverty and creating positive change

Job Description

Job title: Fund Development and Fundraising Manager

Accountable to: Director

Hours of Work: 40 per week

Purpose

Responsible for building good relationships with prospective donors and clients across multiple sectors, communicating with the broader public and internal teams, delegating tasks, and drawing up plans to ensure annual targets are met.

Job Responsibilities

- Raise designated and undesignated funding, including in-kind donations.
- Develop and implement a fund development strategy that is approved by the trustees
- Promote awareness of the organization's mission and work
- Cultivate a network of dedicated donors and volunteers
- Research and identify new fundraising opportunities
- Plan fundraising initiatives to help the organization meet financial goals
- Form strong relationships with external stakeholders
- Ensure major donors are satisfied and kept informed of the organisation's goals and activities
- Prepare and write funder reports for the different funders as and when required.
- Develop and implement, together with the Director, PR and Marketing activities to promote the organisation.
- Work with the Program manager on program budgets and work plans to ensure they are aligned with the funder grant agreements.
- Work with the Finance Committee, the Finance Manager and the Director to ensure that budget allocations are aligned to funder grant agreements

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- Work with the Programme Manager to identify trends and patterns to inform future fundraising goals and programme implementation.
- Manage and supervise the Fundraiser Assistant.
- Administration, Monitoring and Evaluation and Recordkeeping:
 - Participate in management and financial committee and staff meetings.
 - Regularly share objectives and funding parameters of accepted proposals with Program Manager.
 - Coordination of the information for the organisation's newsletter.
 - Coordinate a task team for the preparation of the annual report and AGM.
 - Contribute to the compiling of editorial articles for programming and the organisation.
 - Prepare visual and audio media to promote the organisation.
 - Prepare and compile reports for Mancom (management committee) and Trustee meetings.

Minimum Requirements

- At least three years of experience in fundraising, sales, or marketing
- Bachelor's degree (or equivalent) in communications, business, public relations, or related field
- Certificate, diploma, or similar qualification in fundraising
- Exceptional communication and relationship-building skills
- Competence with donor management systems
- Experience in writing grant proposals, press releases, and fundraising letters
- Ability to lead and motivate colleagues and volunteers
- Strong attention to detail
- Passion for research
- Ability to successfully balance priorities while managing multiple tasks and planning big events

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Sihume Road Nyanga 7750 Western Cape South Africa | www.etafeni.org
DIRECTOR Nontombi Buthelezi

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- Confidence in public speaking

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