



## **Head of Fundraising & Communications / Head of Business Development**

**Type of appointment: Full time, permanent contract**

**Location: Remote, South Africa**

**Accountable to: Executive Director**

**Closing date:**

### **Job Summary:**

One to One Africa is a high-impact development NGO, Head Quartered in Cape Town and currently focusing on the last mile communities of the Eastern Cape. We deliver life-saving and life-transforming health care and support to children, mothers and families through the door-to-door efforts of our Mentor Mothers – incredible women recruited from the very communities they serve.

We are investing in this new position to generate the income growth we desire to fulfil our strategic objectives, which includes the transition in the locus of control from our ‘parent’ organisation in the UK to the team here in South Africa. This is a fantastic opportunity to build and grow a new fundraising/ Business Development Team. We need a highly motivated and successful BD/ Fundraising professional with the vision and skills to take our income from R14m Rands to R30million Rands over the next three years.

The successful candidate will lead OTOA in developing our fundraising and communications strategy and overseeing its implementation. This includes working closely with the UK office to ensure the necessary collaboration. The role is unique in that the role is both strategic but also hands-on.

### **Role Profile:**

This is a new position created to shape and lead our fundraising efforts and external communications. You will be expected to build on our recent successes and lead on new business initiatives, to add-value to our fundraising operation beyond sound leadership and management.

You will line manage one colleague initially, but the team may grow in line with growth plans and funding requirements.

As a key member of the Senior Management Team, you will support the wider development of the organisation and be fully involved in strategic decisions and overall strategy implementation. You will work closely with the Executive director and the Fundraising Team in the UK.

### **Key Responsibilities:**

#### **Income Generation:**

- Overall responsibility for implementing our fundraising/ business development strategy steadily increasing our income towards R30million Rands
- Lead on new business initiatives including corporate partnerships, major donors, Foundations – and looking specifically at SA, USA and other key markets
- Directly manage a portfolio of high value donors/partners (HNWIs, Corporates, Foundations).
- Design and oversee the implementation of a donor cultivation and stewardship programme, which might include a programme of events, visits and other engagement initiatives.
- Lead opportunity prospecting and proposal development

## **Communications**

- Ensure an effective external communications strategy is in place, delivered and well-resourced
- Develop and maintain our Case for Support and other key resources
- Manage the Communications manager role and oversee relationships with key external agencies.

## **Organisational:**

- Member of SMT
- Key contributor to organisational strategy reviews and plans
- Delegated responsibility for data protection compliance, gift acceptance
- Oversight of the development of CRM systems, processes, policies and resources required to underpin the fundraising programme.
- Regular attendance at the Fundraising & Comms Committee meeting to report back on fundraising performance and KPIs

## **Key Relationships (internal and external)**

- Other SMT and UK Team members
- Line management of 1 staff member initially and growing in line with strategy
- Key supporters (major donors, corporates)

## **Person Requirements:**

### Essential

- A strong affinity with our mission, values and approach
- Marketing, Communications, PR or business degree required, preferably post graduate
- Senior fundraising professional with proven leadership skills and experience in a not for profit organisation of at least three years
- A strong track record of securing significant donations and grants from high value funders
- Sound understanding and ability to drive our relationship based approach to raising funds.
- Proven experience of personally building and maintaining relationships with funders as well as strong experience working with senior staff to secure significant gifts
- Forward-thinking and dynamic with proven experience of leading, building and managing a high performing team
- Demonstrable experience setting and implementing strategies and plans at a departmental or organisational level
- Proven ability to set and achieve ambitious income targets.
- A proactive networker, able to act as an ambassador externally OTOA
- Established communications and marketing skills and experience
- Strong written and verbal communication skills
- Excited about the prospect of joining a professional, impact driven NGO with ambitions to grow.
- Valid driver's license and access to personal vehicle.
- Able to travel

