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| **JOB PROFILE - SHANDUKA** | | | | | |
| **SECTION A: JOB INFORMATION SUMMARY** | | | | | |
| **Job Title** | | **Funder Engagement Manager** | | | |
| **Functional Area / Region** | |  | | | |
| **Job Grade** | | **TBC** | | | |
| **POSITION IN THE COMPANY** | | | | | |
| **Reports to: (title)** | **Number of direct subordinates** | | **Positions of direct subordinates** | **Overall Departmental staff compliment** | **Number of third-party staff (e.g. Contractors)** |
| Stakeholder Engagement Manager | 4 | |  | 5 |  |
| **Position above reports to: (title)** |
| CEO |

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| **SECTION B: PRIMARY PURPOSE OF THE JOB**  *Why the job exists (purpose and overall responsibility) in a sentence or two. This should be unique to this job and not generic so that it fits other jobs in the organisation*. | |
| * The Funder Engagement Manager is responsible for managing the fundraising department, the relationships with all funders and ensuring the organisation meets its fundraising targets so that it will have sufficient reserves to continue with its work. | |
| **SECTION C: DETAILED KEY ACCOUNTABILITIES** | |
| **Key Performance Areas** | **Tasks** |
| **Fundraising** | * Develop and manage Black Umbrellas' strategy for raising money from government, corporates, trusts and foundations and individuals * To forge long-term mutually beneficial relationships with funders and raise funds towards the ongoing work of Black Umbrellas. In order to successfully accomplish this, it is essential to nurture and maintain existing funder relationships and develop an extension and replacement strategy with the Stakeholder Manager. * Finalise and approve proposals prepared by the Content and Proposal Writer and undertake presentations to potential and current funders. * Manage relationships with funders before, during and after receipt of funds and maintain a high level of supporter care with funders. * Continue to raise the profile of Black Umbrellas by networking at appropriate events and secure new introductions. * Ensure the annual Central Support Office fundraising targets are met for each funder category and Black Umbrellas as a whole. * Create and deliver our fundraising plan to increase donations and sponsorship * Continue to build network of external sponsors and funders through active contact and relationship building * Work with the Black Umbrellas fundraising team to create ideas for fundraising events and sponsorship both operationally and online * Support the process of following up outstanding information and resources * Manage events and campaigns to raise general funds * Build relationships with existing funders and support projects with new funders * Look for opportunities for new funders through grants, foundations, networks and enquiries * Spend time with potential new funders to help them understand Black Umbrellas and how they can be involved, and creating MOU’s where required * Act as a prime liaison between the funder and the organisation for both new and existing funders * Prepare and analyse reports, make recommendations and track progress for each fundraising and marketing activity * Remain up to date with relevant legislation in terms of fundraising and B-BBEE. |
| **People Management** | * Provide appropriate supervision to subordinates and provide relevant onboarding, training and coaching * Manage key performance areas of direct reports to ensure achievement of their agreed objectives * Talent management of direct reports, including career development and paths for direct reports * Enhance a culture of high performance |
| **Risk Management** | * Proactively identify and mitigate risk and incorporate risk management in relevant reports. * Update BU operational risk register as it relates to area of responsibility and ensure development and implementation of risk mitigation strategies. |
| **Governance** | * Ensure compliance with BU governance requirements. * Ensure compliance with codes of conduct, policies, procedures and legislative requirements. |
| **Reporting** | * Develop management and Operational reports in line with BU reporting standards. |

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| **SECTION D: KEY RELATIONSHIP INTERFACES**  *Relationships with key parties on work related issues* | | | | | |
| Internal Relationships | | | External Relationships | | |
| * BU Executives * CRF Communications and Fundraising teams * BU Employees | | | * Funders | | |
| **SECTION E: JOB SPECIFICATION**  *List of qualifications, experience, training and characteristics required for the job* | | | | |
| **Education** | Matric  Relevant Degree | | | |
| **Experience** | 5 years in a similar role | | | |
| **SECTION F: COMPETENCY REQUIREMENTS**  *List of competencies and skill requirements for each job as per the company’s business priorities (not a conclusive list)* | | | | |
| **Knowledge** | | **Skills** | | **Attributes** |
| * Excellent knowledge of the NPO industry * In-depth understanding of donor/ funding models and applicable regulations | | * Excellent leadership skills with ability to interact and influence at all levels * Excellent interpersonal and communication skills * Excellent negotiation and persuasive skills * Excellent presentation skills | | * Results driven * High levels of Emotional Intelligence * Integrity * Tenacity |

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| **Leadership Competencies** | **Definition** | **Foundation** | **Proficient** | **Advanced** | **Expert** |
| **Delegation** | Helps others understand the link between their task and the bigger picture. Understands the balance and link between empowerment and delegation. |  |  | **X** |  |
| **Financial awareness** | Ability to monitor performance against budgets and identify variances, and take or advise on corrective action to address any variances. |  |  | **X** |  |
| **People development** | Demonstrates awareness and impact of team work planning and participates in same. Trains and coaches subordinate in the creation of work plans for individual staff members and teams. |  |  | **X** |  |
| **Behavioural Competencies** |  | **Foundation** | **Proficient** | **Advanced** | **Expert** |
| **Adaptability** | Adapts to change quickly and easily under all circumstances. Makes suggestions and support implementation to increase the effectiveness of change and evolving work requirements. |  |  | **X** |  |
| **Decision Making** | Considers the impact of own decisions on the relevant function and on BU as a whole. Considers the consequences of a decision and assesses the options before reaching a conclusion. |  |  | **X** |  |
| **Creativity and innovation** | Ability to develop and share techniques to stimulate creative thinking by self and team members. Uses unconventional areas as sources of inspiration and insight into new options and solutions. |  |  | **X** |  |
| **Communication** | Uses a range of methods and arguments to influence others. Adapts communication or presentation style to the needs of the receiver or audience. |  |  | **X** |  |
| **Cultural diversity** | Demonstrates respect, tolerance, and sensitivity and sets the standard for professional conduct when dealing with people of different cultures. |  |  | **X** |  |
| **Problem solving** | Identifies several causes or consequences of a situation or action by performing medium to complex analytics and finds a relationship between them. |  |  | **X** |  |
| **Planning and Organising** | Develops operational plans and establishes measures to assess progress against the plan. Ensures the right people and the right equipment are in place at the right time. |  |  | **X** |  |
| **Motivating and Inspiring** | Gives appropriate recognition for success or good performance. Responds in a positive manner to problems, helps others to turn adversity into opportunity. |  |  | **X** |  |
| **Technical Competencies** | |  |  |  |  |
| **Risk & Regulatory Compliance** | Assesses impact of corporate, legal, regulatory and compliance issues on function and / or industry. |  | **X** |  |  |
| **Stakeholder Management** | Provides information and support to stakeholders in line with their interests; appreciating the varying needs and expectations of stakeholders. Sustains frequent communication with stakeholders facilitating exchange of information and knowledge and actively maintaining successful working relationships. |  |  | **X** |  |
| **Project Management** | Ability to translate business strategies and processes into specific program and/or project goals, objectives, and responsibilities. |  |  |  | **X** |
| **Business and Financial Acumen** | Ability to draw conclusions and makes management decisions based on the knowledge and interpretation of current and possible future policies, practices, trends, and information affecting the respective divisions, function and organisation. |  | **X** |  |  |
| **Reporting** | Drafts and prepares reports for internal and external stakeholders.  Drafts reports to external stakeholders in line with BU standards. |  |  | **X** |  |
| **Accounting and Reporting** | Supports the month-end closing/financial reporting process through transaction processing and accounting application. Adheres to relevant accounting policies and procedures while performing job responsibilities | **X** |  |  |  |

Interested candidates must send a motivation letter highlighting your suitability to the role, a CV in Word format and a list of three work related referees to [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.