**CHOC CHILDHOOD CANCER FOUNDATION SOUTH AFRICA**

**POSITION: NATIONAL FUNDRAISER**

**DEPARTMENT: BUSINESS DEVELOPMENT UNIT**

**PROBATION: 3 MONTHS**

**AREA: RIVONIA, JOHANNESBURG**

**REPORT TO: CHIEF EXECUTIVE OFFICER**

**START DATE: JUNE 2021**

**Purpose of Position:**

To provide assistance and support to the CHOC regions by raising funds through corporates, trusts, foundations and international organisations.

**Key Areas of Responsibility:**

1. **Research**

* Research and identify potential donors from a variety of sources, including but not limited to: the corporate sector, trusts and foundations and community organisations both in nationally and internationally.
* Make contact with potential donors to discuss funding opportunities and liaise with Regional Managers regarding these potential opportunities.

1. **Proposal Development**

* In consultation with the Finance & Administration Manager and Business Development Unit Manager, work with the Regional Managers to identify key priority areas for funding.
* Gather proposal information by identifying sources of information, i.e. management team, programme staff, existing materials/resources.
* Work with the Finance and Administration Manager and Regional Managers to put together proposal budgets.
* Write high-quality regional specific grant proposals, concepts and applications focusing on CHOC core programmes.
* Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval and submission.
* Write email appeals for regions that focus on end of tax year giving, securing funds from SMMEs, including appeal for corporate debit orders.

1. **Relationship Building**

* Manage the process of handing over donor relationships to the respective regional manager, on approval of funding and/or receipt of funds.

1. **Donor reporting**

* Keep a schedule of donor reports in terms of narrative and financial requirements and deadlines for submission of reports.
* Ensure that these are communicated with the Finance & Administration Manager and the relevant Regional Manager.
* Provide support in terms of editing regional reports to ensure they are in-line with contractual agreements.
* Ensure that regions submit timeously reports directly to the respective donor.

1. **Administration and Reporting**

* Ensure that a donor pipeline is recorded on Salesforce, including but not limited to, leads resulting from research, communications with prospective/new donors, proposal submitted and the status of these proposals.
* Keep record of all proposals written and submitted.
* Provide monthly pipeline report to Business Development Manager and Regional Manager

## ***Experience & Knowledge***

* At least 5 years proven success in corporate fundraising in a non-profit environment.
* Experience in writing fundraising proposals aimed at corporates, trusts, foundations and international grant agencies.
* Experience in working with organisational budgets and consolidating these into programme specific budgets for funding proposals/applications.
* Experience in drafting reports for donors in line with contractual agreements.
* Experience in working with a multidisciplinary team to source information for funding proposals.
* Experience in working with donor databases. Experience in using Salesforce will be advantageous.
* Strong written communication skills with the ability to write clear, structured, articulate and persuasive proposals.
* Strong editing skills.
* Knowledge of basic fundraising techniques and strategies.
* High proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint).

## ***Professional skills and Personal attributes***

* Proven ability in building rapport quickly with a diverse range of people.
* Creativity and the ability to develop new ways to inspire people about an organisation’s work.
* Ability to work well under pressure and to handle rejection.
* Ability to transfer skills and knowledge to others.
* Attention to detail.
* Ability to meet deadlines.
* Motivated self-starter with the ability to work independently.
* Ambitious, results orientated and able to work in a target driven environment
* Reliable and mature.

**Qualifications:**

* Tertiary qualification plus a minimum of 3 years’ experience in proposal writing in a non-profit organisation.

**Salary & Benefits**

* Salary in the range of R360 000 – R480 000 per annum, as well as pension fund and medical aid benefits after a successful probationary period

Interested candidates must send a motivation letter highlighting your fundraising achievements and successes with a CV in Word format to [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.