JOB DESCRIPTION

HEAD OF FUND DEVELOPMENT

|  |  |
| --- | --- |
| **National Association** | SOS Children’s Villages South Africa |
| **Location** | National Office |
| **Functional Area** | Fund Development |
| **Job Title** | Head of Fund development |
| **Name of Employee** |  |
| **Job Title of Direct Supervisor** | National/Executive Director |
| **Job Titles of direct subordinates** | Corporate Team Leader, Individual Giving Team Leader, Data Analyst |
| **Main clients:** | |  | | --- | | * Corporate and individual donors * Public, institutional donors (e.g. European Commission, Embassies) | |  | | * National Director * Department of Social Development * National Management Team * National Fund Development * Director FDC ESAF Region | |
| **Additional professional support and instruction** | Director, Fund Development |

Mission of the position:

The Head of the Fund Development Unit (FDU) pursues opportunities within South Africa to cover the Member Association’s (MA) running costs and investments from private, corporate and public sector donations in order to establish and increase the financial self-sufficiency of the MA. In addition to defining, implementing and fulfilling the medium-term FDC strategy reflected in the National Strategic Plan of the MA.

**Key performance areas:**

* Effectively manage the FDU department to increase funding and sponsorship opportunities by providing strategic direction, which include the following areas:
* Corporate fundraising (donations, cause related marketing activities, donations in kind)
* Individual fundraising (sporadic and committed donations via direct mailing, online marketing, face to face, digital, telephonic, bequests)
* Local and International sponsorships
* Institutional Partnership Development
* Data Management and Analysis

**Main responsibilities:**

1. **Fund Development Strategy**
2. Define, implement and fulfil the middle-term FDU strategy reflected in the National Strategic Plan and prioritise organisation wide efforts to implementation.
3. Remain responsible for child protection and ensure that it remains as key for all actions and decisions.
4. Oversee implementation of strategies through establishing policies, procedures and processes across all programmes.
5. Ensure the maintenance of the vision, objectives and values of the Member Association (MA).
6. Conduct research and analyse trends to conceptualise and formulate innovative ideas and identify new opportunities for the fund development and communication department.
7. Lead and direct the proactive fund development management and understanding of best practices and trends and provide insight and guidance to SOS Leadership.
8. Analyse and interpret impact on funding partners and provide strategic input into optimising the link between funding and programmes.
9. **Project Management**
10. Plan, monitor, evaluate and analyse all fundraising activities within the FDU team according to defined planning and reporting procedures and against defined and agreed key performance indicators.
11. Positions the MA as a strong and consistent brand among potential and existing supporters based on the model, vision, mission and values.
12. Ensure adherence to globally valid manuals and guidelines and the FDU’s planning and reporting procedure.
13. Pursues opportunities for the country to internally and externally promote the MA’s activities in order to increase the public recognition and foster a positive image with the overall goal to support fundraising activities.
14. Drive fundraising innovation in all fields of fundraising like products, channels, target groups, database solutions etc.
15. **Financial Management**
16. Provide input into the annual budget through feasibility calculations.
17. Manage actual versus forecasted budgets monthly.
18. Analyse variances between income and expenses monthly.
19. Manage Fundraisers’ targets and activities monthly.
20. Compile and submit FDU reports.
21. **Strategic Relationship Management**
22. Establish and manage a network of strategic partnerships and relationships with both internal and external stakeholders, focused on the rights of children without parental care or at risk of losing their parental care, to ensure enduring business associations to assist in achieving strategic objectives
23. Foster National capacity building in all areas of Fundraising.
24. **People Management and Development**
25. Providing strong leadership and direction to team and communicating vision and values to team.
26. Set medium to long term goals and objectives for subordinates and actively monitor progress of the achievement of objectives.
27. Develop and maintain a high-performance team, and regularly evaluate performance of subordinates to ensure functional objectives are met or exceeded according to established policies and objectives.
28. Assure stable employee relations by managing conflict and creating a positive working environment.
29. Oversee workforce planning to ensure team is suitably staffed to meet objectives taking into account various internal and external factors.
30. Oversee the implementation; drive and management of all people development initiatives to ensure team performance meet required standards.
31. Ensure work ethics is of such a nature that employees continuously strive towards improving their own performance.
32. Act as expert and provide sound advice and guidance to team members.
33. Ensure professional recruitment, orientation, performance management and ongoing development of team members.
34. Ensure that the company culture is maintained and that employees live the values of the MA.
35. Understand and apply legal obligations to behaviours and performance of self and others in the MA.
36. Ensure compliance to all governance principles, minimum standards and relevant legislation.

|  |
| --- |
| **Special authority and representation: (**e.g. special signing authority) |
| Signatory to organisational accounts |

|  |  |
| --- | --- |
| Date, Signature Employee: | Date, Signature Direct Supervisor: |
|  |  |
|  |  |
|  |  |
| --------------------------, ------------------------------ | --------------------------, ------------------------------ |

**This job description outlines only the general scope of activity and the basic tasks and responsibilities associated with this position. It is reviewed annually in the course of performance appraisal. It may be supplemented with a more detailed definition of tasks, responsibilities and involvement in processes. The Job profile below defines the ideal candidate for the job.**

**Job Profile**

|  |  |
| --- | --- |
| **LEGISLATIVE REQUIREMENTS** | |
| Adherence to relevant South African legislation | |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE, | |
| **QUALIFICATIONS** | * Tertiary qualification in Marketing, Sales, Business Admin, International Business Development |
| * A Higher Degree in a related field |
| **EXPERIENCE** | * 10 years’ experience in Fundraising / Marketing / Sales * 3 - 5 years managerial experience |
| **SKILLS / KNOWLEDGE** | **Knowledge specific to the position:**   * Understanding NGO`s operations, best practices and market trends. * Understanding of the Child and youth development principles (Acquire on the job). * Knowledge of programmes in an NGO environment. * Good understanding of HR and Development. * Strong negotiation, communication and networking skills. * Good knowledge of Children`s rights (Acquire on the job). * Good Knowledge of the sales process. * Understanding of Quality Management principles. * Knowledge of business and financial practices. * Knowledge of relevant South African legislation.   **Skills (Key technical skills required):**   * Leadership skills. * Strategic thinking skills. * Creative and entrepreneurial skills. * Time and resource management. * Business acumen. * People management and Networking skills. * Decision-making skills. * Good budget and financial skills. * Communication and presentation skills. * Planning, organising and coordinating skills. * Relationship building skills. * Conflict Management. * Change management skills to effectively cascade down business changes. * Time and resource management. * Marketing skills * Good working knowledge and use of MS Office (Word, Excel, PowerPoint, Outlook, Lync) |

|  |
| --- |
| **PERSONAL ATTRIBUTES** |
| * **Drive for results**   + Encourages others to improve performance.   + Displays determination and tenacity when encountering obstacles and persists in overcoming them.   + Sets challenging goals for self and team, working tenaciously to meet these.   + Sensitive to deadlines. * **Courage & Confidence**   + Makes and stands by difficult decisions that may be unpopular explaining the rationale to others.   + Takes responsibility for the decision of direct reports. * **Conceptual Ability**   + Proposes new ideas and insights which lead to business improvements.   + Consult widely and puts forward ideas to move a situation or problem on.   + Identifies the key issues in complex situations or problems. * **Delivery and continuous Improvement focus**   + Ensure Business objectives are integrated into the day to day management of the fundraising programmes.   + Identify key performance areas/indicators that drive the business success and ensure that these are understood by his/her team.   + Regularly monitors performance against milestones and standards and takes swift action to deal with variances.   + Holds team accountable for the consequences of their actions and decisions. |

**Interested candidates must send a motivation letter and updated CV with contact details of three work related referees to** [**annelie@maraisbutton.co.za**](mailto:annelie@maraisbutton.co.za)

*Contact will only be made with shortlisted candidates.*