



Nelson Mandela CHILDREN'S FUND



CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

FUNDRAISING OFFICER

We have an exciting opportunity at the Nelson Mandela Children's Fund for a Fundraising Officer, who will report to the Fundraising Manager. This position is based at our offices in Saxonwold, Gauteng.

Job Purpose

The purpose of the Fundraising Officer role is to raise in-kind donations, cash donations, as well as mobilise volunteers. The role is also responsible for providing administration and logistical support to NMCF fund raising campaigns globally, as well as secure potential donor based on an established donor deck. Prospecting and research are crucial to performing this role successfully.

Job Objectives

Fund Raising

- In collaboration with the Fundraising Manager, implement the Fundraising strategy for the Fund.
- In collaboration with the Fundraising Manager, develop an annual work plan that is aligned to the Fundraising strategy.
- Identify, in consultation with the Fundraising Manager, new institutions, government departments, corporates and private donors.
- Draft proposals in line with Terms of Reference for potential donors in partnership with programmes department, finance and other relevant Fund staff and ensure that all proposal requirements have been met.
- Responsible for drafting of proposal document(s), collation and logistical requirements.

Fund Raising Campaigns

- In consultation with the Fundraising Manager, develop a work plan to roll out income generation activities.
- Work with the Programme Managers to identify new sub-granting opportunities and prepare new proposals, including project budgets, aligned to sub-grant opportunities.
- Support the development, amendment and execution of the Fund's annual campaign calendar
- Provide administration and logistical support to the planning and executing of fundraising campaigns.

Application Process:

If you qualify and would like to apply, please e-mail your CV to mpumim@nmcf.co.za

Closing date: **Monday, 31 October 2022**

Non-Profit Organisation: Reg. No: 004-638

Web address: <http://www.nelsonmandelachildrensfund.com>

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- Collaborate with the UK and USA Fund Raising offices and ensure that they have the necessary information and materials for fund raising campaigns.

Potential Donor Opportunities/Stakeholder Relations

- Support the Fundraising Manager with regular communication with donors, including distribution of Fund's newsletter and other relevant materials.
- Support the Fundraising Manager to host an annual donor events.
- Coordinate with the Fundraising Manager to conduct an annual donor survey where required.
- Together with Programme Managers and the Engagement Department, ensure donors are properly recognised and visible in the Fund's communications, Marketing materials and social media.
- Maintain the donor database and support donor management and reporting.

Research for potential new donors

- Carry out desktop and other relevant research to target potential new donors and to pitch requests for funding accordingly.

Qualifications and Experience

- Higher Certificate/National diploma or equivalent.
- 3 - 5 Years' experience in a fundraising role.
- Experience supporting projects with donor compliance

Skills

- Fundraising
- Research and Report writing
- Writing skills for proposals

Competencies

- Results Orientation, Integrity and Honesty, Networking and Problem Solving.