



CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

EVENTS AND SPONSORSHIP SPECIALIST

We have an exciting opportunity at the Nelson Mandela Children's Fund for an Events and sponsorship specialist, who will report to the Chief Business Engagement Officer. This position is based at our offices in Saxonwold, Gauteng.

Job Purpose

The purpose of the events and sponsorship specialist role is to provide specialist event management, planning, execution to both the Fund and the Hospital by providing advice, guidance and support on planning and implementing internal and external events in order to enhance and strengthen brand awareness and knowledge and raise the profile and visibility of the Fund and the Hospital.

Job Objectives

Event, Brand and Sponsorship strategy

- Develop and manage event details and strategy, in collaboration Chief Business Engagement Officer.
- Create and drive the Fund's events and brand strategic goals.
- Update and distribute the Fund's events calendar to all internal stakeholders including but not limited to the Engagement, Fundraising, Finance, HR, NMCH, and programming departments.
- Translate all event brief(s) and or concept(s) into a plan by preparing and presenting the event budget, timelines, logistical plans and operational diagrams.
- Present all public event plans to the relevant city disaster management events department to ensure safety compliance measures and endorsement from the city.
- Ensuring public liability is in place for all public events for the Fund
- Prompt internal briefing of the engagement team on event plans and task team creation.
- Provide collaborative input and support for the Fund's and Hospital's Event, Marketing, Communications and Fund-Raising strategies and synergies

- In conjunction with the Chief Business Engagement Officer assess and help with the selection of internal and external communication designs
- Develop and present the report on activities and events

Oversee, plan & direct event planning functions of NMCF & NMCH

- Develop donor, stakeholder and or any other partner events and ensure delivery thereof/implementation.
- Facilitate pre-event planning, including working with engagement / Finance / programmes department to create effective social advertisements for each event and engagement with the Fundraising team.
- Choose appropriate event location(s) and negotiate with venue managers and owners to achieve the brief.
- Ensure optimal donor, stakeholder and or partner intimacy is achieved through active relationship building, effective service and strategic credibility.
- Ensure accurate budgeting and manage budgets thereof.
- Develop, manage and maintain relationships with suppliers, vendors and other related stakeholders.
- Ensure ongoing sourcing of the more cost-effective suppliers.
- Actively drive delivery of NMCF & NMCH internal campaigns/events.
- Create concise briefs for event, projects and campaigns.
- Coordinate the logistics for shipping supplies and staff travel to the event location.
- Provide support to the Fund and Hospital Events by assisting with the organizing, hosting the Fund and Hospital internal events.
- Manage the events database to ensure stakeholder contact details are current

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

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

P.O. Box 797, Highlands North, 2037. 21 Eastwold Way, Saxonwold, 2196. Tel: (+27 11) 274-5600 Fax: (+27 11) 486-3914



Founder
Nelson Mandela

Chairperson
Yvonne Mokgoro

Chief Executive Officer
Konehali Gugushe

Management Trustees

Yvonne Mokgoro • Joe Seoloane • Kathy Satchwell • Konehali Gugushe • Marumo Moerane • Moss Ngoasheng • Mpho Makwana • Nana Magomola • Sakhile Masuku • Shirley Mabusela
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Trustees

Asathi Magwentshu • Barbara Nell • Ishmael Mkhabela • Ivan Moroke • Jacob Modise • Kgomo Moroka • Lindiwe Mazibuko • Lulama Mokhobo • Mary-Jane Morifi • Maseda Ratshikuni
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Nelson Mandela CHILDREN'S FUND



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Event Execution

- Organize and manage all NMCF and NMCH (NMCH will be as & when required) related events according to requirements, presenting proposals to internal as well as external stakeholders, donors, target audience and objectives
- Manage and oversee events on the day of, including problem-solving, interaction with all relevant stakeholders including event attendees, directing event set-up, and managing take-down.
- Manage on-site production and clean up for events as necessary.
- Promptly create and distribute marketing materials (invitations, posters, flyers, advertisements) to relevant stakeholders.
- To be onsite the day of the event to oversee set-up or perform the set-up themselves, and to troubleshoot any issues that may arise
- Book talent MC, artists and other required entertainers as per requirement of the event.
- Manage all events donors, sponsors and sponsorships
- Come up with event creative (Look and feel) for each event
- Liaise with donor's and sponsor on any queries
- Book and manage all events suppliers
- Manage internal stakeholder campaigns and or events
- Come up with suggestions to enhance the event's success
- Prepare budgets and ensure adherence
- Record invoices and submit for payment in a timely manner, and create comprehensive financial reports
- Source and negotiate with vendors and suppliers, existing and new
- Managing project teams for all NMCF and NMCH events as well as coordinate all event related operations.
- Lead promotional activities for the event

Post event execution

- Creating the concept document and calculating, presenting and managing the budget for all proposed events (including post event reconciliations)
- Create event recap highlighting specific identified metrics from each event
- Collect feedback from each attendee after every event to help gauge success and Return on Invest, to assist with event planning calendar for following year.
- Analyse the event's success and prepare reports
- Maintaining and archiving physical and electronic events files, including budget reconciliations and debrief notes and recommendation

Qualifications and Experience

- NQF 7 - Event planning/Marketing/PR
- NQF 8 - Event planning/Marketing/PR
- 5-8 - Years' experience in event planning/marketing
- 3-5 Years' experience planning various events.

Skills

- Negotiation skills
- Communication skills
- Attention to Detail
- Planning and Organisation
- Project Management

Competencies

- Initiative and Responsibility
- Problem Solving
- Attention to Detail
- Planning and Organizing
- Networking & Influence
- Achievement/Action Orientation

Application Process:

If you qualify and would like to apply, please e-mail your CV to mpumim@nmcf.co.za
Closing date: **Friday, 24 June 2022**

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