Nelson Mandela
CHILDREN'S FUND
CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

Resource Mobilisation Specialist

1. Position Detail

Position Title	Resource Mobilisation Specialist	Grade / Job Level	
Department	Resource Mobilisation and Stakeholder Management	Sub-Division	Resource Mobilisation and Stakeholder Management
Date Reviewed	20 February 2026	Geographical Area	

2. Position in the Organisation

2nd Line Manager	Chief Marketing Officer
1st Line Manager	Resource Mobilisation Manager
This Position	Resource Mobilisation Specialist
Direct Subordinate(s)	NA
Number of People Reporting into this Position	0

3. Overall Purpose of the Job

Purpose Statement
The Resource Mobilisation Specialist is responsible for implementing fundraising activities across assigned funding streams/portfolios to support sustainable revenue generation for NMCF and NMCH. The role manages opportunity pipelines, develops proposals and concept notes, supports donor reporting and compliance, coordinates fundraising campaigns and events, and maintains accurate donor and financial data to ensure disciplined revenue delivery.

4. Education (Formal Qualification Required)

Minimum
Diploma in International Relations/Development Studies or equivalent (NQF Level 6)
Ideal
Degree in International Relations/Development Studies or equivalent (NQF Level 7)

5. Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

6. Experience (Minimum Experience Required - Number of years)

Minimum	(Years)
Experience as a Fundraising Specialist	3 - 5 Years
Advantageous	
Experience in Fundraising working with the Youth and Children	1 Year

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7. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs
Funding Stream and Portfolio Management	Manage assigned funding streams based on organisational priorities and portfolio allocation Maintain structured opportunity pipelines including corporates, embassies, institutional donors, high net worth individuals and events Identify and research funding opportunities aligned to NMCF and NMCH mandates Track portfolio performance against approved targets and provide regular updates to the Resource Mobilisation Manager
Research and Opportunity Identification in Portfolio	Conduct desktop research to identify potential donors, funding trends and partnership opportunities Develop structured research reports outlining funding potential and strategic alignment Maintain updated prospect lists and pipeline tracking tools Support preparation of tailored funding approaches based on donor interests and priorities
Proposal and Concept Note Development	Draft proposals and concept notes in collaboration with Programmes, Finance and Communications and approval of the Resource Mobilisation Manager Ensure proposals clearly reflect NMCF and NMCH mandates where applicable Coordinate submission requirements and ensure compliance with donor terms of reference Maintain proposal records and track submission outcomes
Donor Reporting and Grant Management Support	Coordinate financial and narrative reporting to donors in collaboration with Finance and Programmes Track reporting deadlines and ensure timely submission of reports Support issuance of relevant certificates where applicable Maintain and monitor funding agreements and compliance documentation Support monitoring and evaluation inputs required to demonstrate impact and unlock pledged tranches
Data Management and Monitoring	Maintain accurate donor data and pipeline information within the CRM system Update internal dashboards and reporting tools with funding activity and performance data Monitor donor retention, new donor acquisition and attrition within assigned portfolios

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Key Performance Area / Main Output	Detailed Description / Inputs
	Ensure accurate general ledger updates and alignment with Finance
Fundraising , Event and Sponsorship Support	Support planning and execution of fundraising campaigns and revenue generating events Coordinate sponsorship deliverables and assist with sponsorship identification and acquisition Provide administrative and logistical support for major fundraising events including milestone celebrations Track event-related revenue and sponsorship performance
Alternative Revenue and Merchandising Support	Support implementation of alternative revenue generating initiatives including merchandising and digital fundraising Monitor stock levels related to fundraising merchandise and coordinate with suppliers and service providers Support fundraising performance of the Hospital Gift Shop where applicable Ensure cost to raise funds within assigned activities remains within approved parameters
Budget Monitoring and Reporting	Monitor expenditure against approved fundraising budgets Track cost to raise rand within assigned portfolios and escalate variances Provide structured performance updates to the Resource Mobilisation Manager Monitor and track own revenue targets and implement plans if not on track

8. Special Requirements

Detail
Travel if required

9. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
International Donations Tax	Multi Year Planning	Accountability
Fundraising Best Practices	Proposal Development Writing	Integrity
Donor Compliance Frameworks	Funding Stream Management	Ownership
Socio Economic Landscape	Stakeholder Relationship Management	Influence
Governance Policy Frameworks	Analytical Problem Solving	Initiative

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Development Funding Models	Revenue Target Management	Results
Monitoring Evaluation Principles	Research Opportunity Identification	Precision
	Organisational Planning Coordination	Professionalism

10. Participants

Participant Name	Participant Designation
Neo Dube	Resource Mobilisation Manager
Belinda O'Regan	21st Century Executive Consultant

11. Approved By (Incumbent and Line Manager)

Name	Designation	Date	Signature
	Line Manager		
	Incumbent		