



Fundraising & Marketing Manager- MES HILLBROW

JOB PURPOSE

To manage and inspire the MES JHB F&M team to build strong relationships with partners and to raise sufficient funds, to manage staff targets, provide guidance and advice, develop and implement related strategy and procedures and approve related activities and transactions where appropriate, regarding the following process areas:

- To fundraise, market and build positive stakeholder relationships to the benefit of the branch,
- To enable the raising of sufficient, optimal funds and partner support
- To enable the branch's Focus Groups to be well enough resourced to achieve their respective goals.
- This is done through creating an ongoing awareness & understanding of the MES brand, vision & services through building relationships, partnerships & fundraising with the broader public, corporates, government, media & internal MES staff to ensure buy-in from all stakeholders.

KEY PERFORMANCES

- Compile, in collaboration with the Branch Manager, National F&M manager and Finance Manager an annual income forecast with set targets and income sector for Johannesburg Branch.
- Implement the above-mentioned plan, monitor progress, enable the F&M team to achieve the milestones and give feedback to programmes, branch manager, M&E and National F&M Manager.
- Identify new fundraising and donor engaging opportunities, assess their viability and compare with current opportunities.
- Collaborate and share information with MES JHB programme managers, enhancing communication flow between PM's, F&M team & Finance Dept. related to strategic developments, forecast progress, new opportunities, feedback schedule, proposal schedule and special events.
- Ensure a steady flow of relevant, appropriate, high quality proposals are produced and timeously sent to relevant potential donors/partners
- Manage, develop, coach and evaluate staff according to company HR policies and procedures.
- Compile monitoring and evaluation reports as required by the M&E officer, donors, the Branch Manager and the National F&M Manager monitor impact and progress made in terms of indicators set.
- Regularly meet with prospective donors and existing donors and ensure that the Branch F&M team do likewise to ensure the development of growing relationships.
- Update all company library document requirements as per the schedule compiled by the national manager for the Johannesburg Branch.
- Ensure the branch newsletter is compiled, produced and sent out in collaboration with the relevant Branch and F&M staff members.

- Ensure that the required funds are raised as agreed to in the annual budget for the branch.
- Produce monthly updated income forecasts in conjunction with the Finance Manager.

SPECIFIC KNOWLEDGE and SKILLS REQUIRED

- Microsoft Office Suite
- Online Publishing Suite
- Presentation Skills
- M&E knowledge
- Understanding of Salesforce
- Driver's License
- Preferably own transport

REQUIREMENTS

- Preferably a relevant tertiary qualification
- Related qualifications: fundraising, sales, administration, events management, PR, journalism, etc.
- At least years as fundraiser in the NGO sector in South Africa and at least 2 years as manager of a team

Applications to be submitted via email at vacancies@mes.org.za

Closing date: **03 June 2022**