

## Fundraiser

### JOB PURPOSE

To administrate and coordinate the fundraising and marketing strategy with a focus on corporates, foundations, trusts and churches. The purpose of the role is to support the team to cultivate and manage income generation from small to medium sized funders. The candidate will support the growth of the income by carefully researching opportunities, developing relationships, writing compelling and tailored applications and reporting on existing grants. Part of the job is also to administer, coordinate and manage activities and contacts within our organisation's management and control system.

### Duties

- To maximise and manage the organisation's income from different sources (corporates, churches, foundations and trusts).
- To co-develop the donor recruitment, donor approach and donor care plan standard operational procedures.
- To compile a projected annual income forecast as per the assigned donors.
- Utilise a strategic planning approach to identify opportunities for fundraising and initiate, coordinate and evaluate fundraising activities.
- Meet with identified potential donors to attract support for the mission of MES.
- To submit proposals and conduct appropriate follow-up.
- To prepare solid feedback reports to donors where needed.
- To liaise with programme managers regarding client proposals, requests, and feedback.
- To liaise with finance department regarding the financial follow up and implications.
- To liaise with support services regarding goods in kind donations received.
- Research potential clients and engage at network opportunities.
- Maintain database files and records including those used to track contributions and keep accurate mailing lists.
- To stay well-informed and updated on the latest fundraising developments and trends.
- Submit monthly report on all activities conducted.

### REQUIREMENTS

#### **ESSENTIAL QUALIFICATION**

Relevant Tertiary Qualification- Sales, Fundraising or Marketing  
Minimum of 3 years' experience as a fundraiser in the NGO sector.

#### **REQUIRED ABILITIES**

- Knowledge and experience of MS Office Suite
- Excellent command in spoken and written English
- Experience in sales
- Knowledge of trends, techniques and best practices in fundraising and development
- Budgeting experience
- Ability to structure contracts and funding agreements
- Experience across a broad range of fundraising initiatives including donor solicitation, foundation grant making, planned giving, and legacies
- Experience with Salesforce (an advantage)
- Must have public speaking experience
- Flexible regarding working hours



Please note that only candidates who are eligible to work in South Africa will be considered for this position.

**APPLICATIONS: [vacancies@mes.org.za](mailto:vacancies@mes.org.za)**

**CLOSING DATE: 06<sup>th</sup> June 2022**