

Sourcing qualified passionate candidates for the development sector in Africa



POSITION: Fundraising Executive

REPORTING TO: CEO

REMUNERATION: Negotiable

LOCATION: Stellenbosch, Cape Town or Johannesburg (flexible regarding location)

START DATE: ASAP



Community Keepers is a non-profit company aiming to promote the social and emotional wellbeing of children and youth by providing support services within schools. The Community Keepers multidisciplinary team operates from school-based offices and delivers a variety of services to learners including, counselling, therapy, life skills programmes, parenting workshops and more.

Role Summary:

Community Keepers (CK) seeks to appoint a Fundraising Executive to play a leading role in the development and implementation of a fundraising strategy. The incumbent will have a proven track record in securing funds, a talent for donor/funder prospecting and be skilled at building relationships. S/he will lead the design and mapping of high priority national and international prospects that are aligned to CK's vision and priorities. Ideally, you'll have a demonstrable record of accomplishment.

Responsibilities:

- Actively fundraise and mobilise resources (both national and international), against agreed targets, to support the activities of the organisation;
- Compile persuasive concept notes, project ideas and project proposals, based on the priorities of the organisation and ensure their timely submission;
- Regularly monitor donor websites and identify donor opportunities matching the work of the organisation;
- Compile and maintain a database of international and local donor organisations;
- Present monthly reports to management;
- Maintain and foster donor relationships with regular communications and reports.
- Assist with identification of cause-related marketing opportunities;
- Coordinate special events and campaigns;
- Undertake independent research in finding alternative resources for long-term organisational sustainability;

- Attend ALL Community Keepers functions to network; and
- Manage and expand the on-line and printed media presence of the organisation.

Requirements:

- Applicants should have a minimum of five years' fundraising experience in the NGO sector, with measurable successes;
- Marketing and or Communications qualifications;
- Excellent writing skills;
- Strong technical management of philanthropic fundraising techniques: direct mail, face-to-face fundraising, major donor recruitment, legacy programmes and special events campaigns;
- An understanding of psychosocial interventions in the child and youth development sector;
- Digital literacy and ability to work with MS packages; Word, Excel, PowerPoint; and a
- Valid driver's licence.

The organisation is based in Stellenbosch, Western Cape. The successful incumbent will not be required to work from or keep office hours but will preferably be located within the greater Cape Town or Cape Winelands area for weekly contact sessions with management.

Interested applicants are to submit a CV (in Word format) per e-mail to consultants@ngorecruit.com quoting reference number **NCK001**. Application Deadline: **29 November 2019**

Only shortlisted candidates will be contacted and invited for an interview. Community Keepers reserves the right not to fill the position.

For more about Community Keepers, visit our [webpage](#) and social media pages: [LinkedIn](#), [YouTube](#), [Twitter](#), [Facebook](#).