



**POSITION:** Director of Development  
**REPORTING TO:** CEO  
**REMUNERATION:** Negotiable  
**LOCATION:** Cape Town  
**START DATE:** ASAP



**TEACH THE NATION**  
Because every child should achieve their dream

#### **About us:**

Teach the Nation is a non-profit leadership development organisation that develops leaders through a unique Graduate Development Fellowship. We build sustainable relationships with government, civil society, and corporates to ensure our young leaders significantly improve the achievements and aspirations of their students in high need communities. After the Fellowship, we support alumni to build on their teaching experience through strategic career guidance and access to high impact employment opportunities. Our alumni receive training to progress into leadership roles in their varied professions.

#### **We are looking for:**

Our organization is currently seeking a Development Director to join our ambitious and high performing team and oversee our donor relations program and manage our fundraising and development initiatives. The successful candidate will be responsible for developing our non-profit's fundraising campaigns, communicating with current and prospective donors, and building a stronger brand and development team for our organization as we grow to a national footprint. If you have a strong background in non-profit fundraising and development, we encourage you to apply.

The Development Director is also key in working with the Executive team in overseeing fundraising, cultivation, and marketing events. The successful candidate is instrumental in strengthening the brand of the organisation, fundraising, and maintaining collaborative relationships with a wide network of new and existing development partners. The Development Director supervises one full-time Development officer.

#### **Duties & Responsibilities:**

- Develop and oversee our annual fundraising program in collaboration with executive team
- Research, cultivate and maintain relationships with a network of philanthropic donors, foundations, corporate funders, and major in-kind resource sponsors
- Coordinate the donor experience at Teach the Nation through continuous and effective communication channels
- Ensure timely and accurate reporting to executive team, board of directors and funders
- Collaborate effectively with staff for the planning of fundraising and development activities

- Use brand development experience to increase the visibility of the organisation through printable media, personalised videos, and marketing campaigns
- Manage the development department in a fiscally sound manner by ensuring that the appropriate systems, staffing, and procedures are in place to support fundraising goals
- Manage and oversee the Development officer performance in the areas of research, grant-writing and reporting, relationship management, donor stewardship and developing strategies to increase the visibility of the organisation

### Qualification and skills

- Bachelor's Degree in Business Administration, Communications, or related field
- Strong relationship building skills
- Grant writing experience
- Working knowledge of Microsoft Office suite
- Excellent written, interpersonal, and verbal communication skills
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### Experience and knowledge

- More than 7 years' experience in fundraising and development in a core managerial position
- Experience in crafting and implementing a comprehensive development plan
- Evidence of networks in the South African education sector in terms relationships in the fundraising and development landscape
- Ability to multi-task and manage competing priorities and a diverse workload, while achieving results
- Detail-oriented and highly organized
- A high degree of initiative and independent judgment
- Ability to deal tactfully and effectively with the public, at all levels, and board members in a personable and professional manner

### Working Conditions

- This is a full-time position (40 hours per week)
- The first year will be a renewable contract upon excellent achievement of deliverables
- The successful person will have flexibility to define his/her best working practice with clear deliverables and deadlines while taking an ownership of departmental duties

### How to apply

Interested applicants should submit the following by e-mail to [nolu@ngorecruit.com](mailto:nolu@ngorecruit.com) quoting reference number **NTN001**:

- A CV (in Word or PDF format) of not more than 2 A4 pages
- A 1-page cover letter outlining how your skills and experience align with Teach the Nation's vision and mission

Application Deadline: **16 July 2021**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about Teach the Nation, visit our [website](#) and social media pages: [Facebook](#), [Instagram](#), and [LinkedIn](#).