



Cape Town Head Office: 47 Westminster Road, Salt River, Cape Town,
South Africa, 7925

T +27 (0) 21 820 7444 | F +27 (0) 86 514 7197

www.ikamvayouth.org

NPO Reg. Number: 032-082. PBO Tax Exemption Number: 930030238

VAT Reg. Number : 4850271927

Fundraising Officer

Location: Cape Town National Office

Salary: R179 925.12 p.a

IkamvaYouth is a township-based volunteer programme that gets learners out of poverty through education. The organisation exists to reduce inequality in South Africa, and its track- record of matric results, access to post-school opportunities, and alumni success is proof that positive change is possible.

Purpose of the Position

The purpose of this position is to research leads, write and submitting proposals. Furthermore, the incumbent will be required to work together with the Fundraising Coordinator to manage donor relationship and providing overall support to the fundraising team. The incumbent will also be required to manage communications which are used to enhance our relationships with donors including managing IkamvaYouth's social media platforms and preparation of our Annual Report.

The Fundraising Officer position reports to Fundraising Coordinator.

Responsibilities:

1. Department Objectives

- Contribute to the achievement of department specific objectives
- Work from a branch to promote team cohesiveness and gain a better understanding of context on the ground

2. Donor Management

- Design and implement a strategy for individual giving campaign
- Managing online fundraising campaigns as necessary
- Maintain global given and given gain platforms
- Conducting research on potential leads for fundraising opportunities (using online resources, Inyathelo's funders library, staff referrals and other opportunities)
- Compile supporting documents that are required to accompany proposals
- Follow-up on all proposals submitted or less
- Prepare proposals for grant applications
- Track submission deadlines for proposals
- Maintain close communication with all donors
- Provide donors with requested information as and when required
- Keep abreast of funder requirements and changes
- Take responsibility for the issuing of Section 18A receipts

3. Reporting

- Review reports to ensure they meet quality reports
- Track submission deadlines for project reports of successful grants
- Prepare and submit donor reports for GlobalGiving and GivenGain individual donors



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- Prepare learner stories to be incorporated into the global given report
- Report to donors against proposal deliverables on delivery and impact
- Schedule report reviews with the relevant individuals
- Spend time at branches to write stories about learners to share in donor reports
- Share individual reports to donors
- Send annual report to the various donors

4. Salesforce

- Update/load the following onto salesforce;
 - All donations received on global giving and given gain platforms
 - All proposals
 - CCBSA report onto salesforce
 - All reports
 - Admin in relation to all fundraising activities
 - All IkamvaYouth's contacts & grant-related documents
 - All donor communications
 - All meeting notes
 - Signed grant agreements and supporting documents
 - Grant application forms
 - All training proposals
 - Income received from training provided
- Ensure all fundraising opportunities are tracked on salesforce
- Manage and maintain donor contact details on salesforce
- Pull reports on salesforce for the fundraising team to show income, types of donor, countries etc.
- Ensure that income is classified under the relevant income streams
- Ensure that VAT refunds are tracked under the SARS account on salesforce
- Check all bank statements and upload all income to salesforce

5. Logistics & Administration Support

- Manage donations inbox by responding to queries
- Manage volunteer requests and forward to the relevant individuals
- Visit branches during matric day
- Organise funder visits and communicate the dates to District Managers
- Manage and maintain IY folder of important documents
- Manage and maintain standard funding paragraph templates to be used by the fundraising team
- Manage and maintain standard presentation templates (PowerPoint), with infographics
- Ensure that all documents are aligned with IY branding requirements
- Prepare joint press releases together with donors
- Assisting with the logistics of fundraising events
- Assisting with the purchase of products for tutor appreciation
- Attend to the booking of conferences for the business development team



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6. Communications

- Develop content to include all relevant impact data, and theme for annual report each year.
- Manage graphic designer to develop the annual report each year and ensure it is ready in time for the AGM.
- Maintain the brand personality document and ensure that all comms are aligned with this.
- Draft at least six press releases per year and share with newspapers every two months.
- In addition to this write at least two press releases with our matric results to be shared with local and national newspapers.
- Maintain Facebook & twitter & linkedIn and Instagram page by including updates at least three times a week.
- Website is up to date and accurate (new donors & logos, new staff, and blog posts about new donors).
- Copy edit all blog posts to ensure that there are no grammatical or typographical errors and photos are of a good enough quality and upload them onto the blog.
- Produce a quarterly newsletter to be shared with all our stakeholders.
- Research online to find awards that we are eligible for and ensure that we apply on the due date.

Qualifications & Experience:

- A Relevant Bachelor's degree
- A minimum of 2 to 3 years fundraising and/or communications experience in the NGO sector
- Experience in copywriting, editing and drafting required
- Excellent networking skills
- Granting writing experience
- Experience in working on salesforce would be advantageous

Competencies:

- Performance oriented
- Innovative
- Resourceful
- Contributes to an effective team
- Analytical thinker
- Self-awareness and resilient
- Ability to respectfully communicate ideas
- Good communicator
- Adaptable and flexible
- Organisational knowledge
- Commitment to IY's five values and redressing inequalities through education

TO APPLY:

Interested applicants should submit their curriculum vitae and a cover letter via email to careers@ikamvayouth.org, with the subject heading "**Fundraising Officer**" by 13 March 2019

Due to the volume of applicants, should you not receive feedback within 2 weeks please consider your application unsuccessful.