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

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BUSINESS DEVELOPMENT MANAGER

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.

The Purpose of the Position:

The purpose of this position is to develop and manage IkamvaYouth's fundraising and sustainability strategy. Furthermore, he/she is required to oversee the efficient running of the business development department and to support.

The Business Development Manager will report to the Executive Director. The position will be based in Cape Town – IkamvaHouse (Salt River) **OR** Johannesburg – Milpark **OR** Pretoria - Signal House.

Salary: R 436,610.76 per annum

Responsibilities:

KPA1: Strategic Management

- Oversee operations of the business development department
- Develop and implement a fundraising strategy
- Develop a strategy with detailed execution plans to achieve greater financial sustainability
- Develop and implement reserve policy
- Set department objectives and design a framework in which objectives can be achieved
- Develop and implement policies related to activities focused on business development, fundraising and communications
- Provide information and input to be incorporated into ARSC, HRGC and Board pack
- Provide department specific report backs from meetings attended

KPA2: Fundraising

- Identifying potential funders by identifying corporates that provide funding to improve BEE status
- Cultivate relationships with potential new donors
- Provide potential funding corporates with information on BEE scoring
- Develop a strategy to leverage the opportunities presented by the changes to the BEE codes including skills development which includes accreditation and enterprise development
- Securing 60% of the following year's income by September each year
- Together with Executive Director represent IY at funding meetings
- Prepare and submit proposals for funding of 500k or more
- Prepare proposals to funders about IY's skills development matric bursary
- Review proposals for funding over 500K

KPA3: Donor Liaison and Grant Management

- Develop and manage positive relationships with all stakeholders such as government, donors, other NGOs, and commercial business
- Develop and manage relationships with donors who fund IY 500K or more on an annual basis
- Cultivate and maintain good working relationships with existing donors
- Review Western Cape government MOU and ensure we comply with its requirements throughout the year
- Provide feedback to donors about where the organisation is in terms of reach, sustainability and overall strategy
- Develop strategies to best communicate IkamvaYouth's low cost, high impact model
- Review all grant agreements
- When required negotiate changes to grant agreements
- Build and maintain relationships with government with the view to creating the Social Impact Bond for the after school sector
- Collect branch consolidated report for donor reporting purposes
- Review branch consolidated reports to look at trends and areas of concern
- Keep abreast of learner retention data
- Review learner retention data to be up to date in communications with donors
- Prepare and circulate matric results report

KPA4: Financial Management

- Work with Finance Manager to prepare the business development department budget
- Manage and track expenditure against department budget
- Ensuring that organization (programmes team, finance etc.) have details of income allocations before the budgeting process is launched

KPA5: Administration and ad-hoc support

- Order and track IY hoodies and t-shirts procurement
- Collecting info about funders for the annual report
- Review the final content of the annual report
- Review all external communications, such as press releases and content for social media platforms
- Oversee the management and maintenance of IY website

KPA6: Staff Management

- Lead, train and develop business development department support staff
- Coordinate and manage the team to improve processes and systems, as well as increase efficiency and effectiveness in day to day tasks

Qualification & Competencies Required:

- Bachelor's degree in related field
- Minimum of 5 years' relevant high-level experience
- Experience in grant management is required
- Proven track fundraising track record
- Working knowledge of salesforce would be advantageous
- Performance oriented
- Proactive

- Innovative
- Willing to take risks
- Resourceful
- Contributes to and builds effective teams
- Analytical Thinker
- Emotional Intelligence
- Developing people
- Good written and verbal communication skills
- Adaptable
- Stakeholder orientation
- Practises emotional intelligence
- 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 "**Business Development Manager**" by **18 April 2019**.