



IKAMVAYOUTH
THE FUTURE IS IN OUR HANDS

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 Coordinator

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 develop, manage and implement IkamvaYouth's fundraising strategy.

The Fundraising Coordinator position will be reporting to the Business Development Manager. The position will be based in Cape Town – IkamvaHouse (Salt River) OR Johannesburg – Milpark OR Pretoria - Signal House.

Salary: R303 207.12 per annum

Responsibilities:

KPA1: 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

KPA2: Fundraising and Donor Management

- Work together with Business Development Manager to develop and implement fundraising strategy
- Set objectives and design a framework in which objectives can be achieved
- Identify new donors appropriate for IY
- Present information about IkamvaYouth to new donors at donor meetings
- Identify and experiment with additional income streams (eg: individual giving, online giving, crowd-sourcing, targeted campaigns etc.)
- Oversee the design and implementation of a strategy for individual giving.
- Manage the fundraising officer to run successful online giving campaigns.
- Review all proposals for funding of less than R500K prepared by the Fundraising Officer
- Prepare and submit proposals for funding of R500k or more
- Submit all proposals together with supporting documents
- Follow-up with donors once proposals have been submitted
- Ensure alignment between Programmes, Finance and Fundraising teams for the full donor cycle (from pitching, reporting to contracting)
- Attend to all donor's request and queries, including BEE compliance information
- Attend to donor's queries related to the reports submitted to them
- Arrange and attend meetings with donors on a regular basis
- Follow-up with donors after meetings
- Invite donors to IkamvaYouth's annual AGM
- Where further information is requested by donors in relation to their reports, schedule time with team to provide feedback and check whether feedback is sent



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- Prepare and attend fundraising conferences, with the aim of building strategic relationships to the benefit of IkamvaYouth (e.g. Dialogue or other relevant conferences)
- Ensure that all grant agreements have been signed and returned to the relevant donor
- Attend to and manage request from corporates to mentor learners
- Follow-up with branches to ensure that mentoring relationships are being established

KPA3: Finance Management

- Pull and share salesforce reports for the fundraising team to review income, types of donors and countries etc.
- Check income is allocated under the correct classifications on salesforce report
- Review cash flow against bank statements
- Provide finance department with salesforce report on all receipts
- Hold regular meeting with Finance Manager to discuss income and income that should be deferred
- Ensure that all invoices have been paid
- Track income on bank statements for purposes of cash flow documents, receipts spreadsheet and salesforce records
- Collect banks statements from finance department
- Follow-up with finance department to ensure that VAT submissions are completed for the year to be eligible for refunds
- Manage and track fundraising expenditure against the department budget

KPA4: M&E and Impact Reporting

- Work together with Database Coordinator to gather M&E information required for donor reporting
- Participate in M&E meeting to ensure that you are up to date on all matters pertaining which is relevant to donor's meetings
- Assisting with M&E framework in the contexts of donors
- Work together with District Managers to compile and send reports to donors
- Assist with the development of the M&E framework in the context of donors and the impact strategy
- Train branch staff on preparing reports for donor reporting purposes
- Prepare annual report CCBSA
- Review and submit report to CCBSA
- Spend time at the branches and build relationships, collect stories to represent IkamvaYouth to stakeholders to understand our impact
- Provide feedback to the Programmes Manager to ensure continuous learning and programme relevance.
- Work hand in hand with programme staff including site visitation and developing impact reports for each of the branches
- Collect branch consolidated report for donor reporting purposes
- Prepare impact reports for each of the IY branches
- Prepare and circulate the matric results report
- Ensure that reports are aligned to grant agreements
- Review global giving reports
- Overseeing the schedule of timeous reporting to donors and holding responsibility for ensuring high quality proposals and reports are submitted
- Provide donors who fund national costs with an overview of what IY's scale and strategy plans
- Collate and submit information about donors to be incorporated into the annual report



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KPA5: Stakeholder Management

- Attend and participate in meetings with potential partners such as Polyoak and Social Collective
- Develop and manage positive relationships with all stakeholders such as government, donors, other NGOs, and commercial business
- Network with, and build strategic alliances and relationships with key stakeholders and organisations working in the field
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- Attend and participate in internal meetings such as NatCom and NSPW, as and when required
- Provide department specific report backs from meetings attended as required
- Ensure that the Communications Coordinator is kept up to date on new donors to be added to the IY website

KPA6: Staff Management

- Lead, train and develop support staff
- Coordinate and manage the support staff to improve processes and systems, as well as increase efficiency and effectiveness in day to day activities
- Motivate and manage the team to successfully deliver against department objectives
- Provide and review job description with each staff member
- Communicate individual, team and organisation wide objectives
- Provide support by holding individual check-in's
- Provide coaching and mentoring as and when required
- Work together with the HR Manager to deal with any performance related concerns
- Hold probation discussions with new team members

REQUIREMENTS:

Knowledge and Skills Required:

- Relevant Bachelor's degree
- Minimum of 3 to 4 years fundraising experience
- Computer skills and knowledge of database, word processing and spreadsheet packages
- Ability to effectively write reports, maintain documentation, and complete required forms
- Salesforce experience
- Experience with / understanding of monitoring and evaluation of social impact programmes
- Ability to work with budgets and financials

TO APPLY:

Interested applicants should submit their curriculum vitae and a cover letter via email to careers@ikamvayouth.org, with the subject heading **"Fundraising coordinator"** by **07 May 2019**.

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