



Cape Town Head Office: 47 Westminster Road, Salt River, Cape Town,
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www.ikamvayouth.org

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

VAT Reg. Number : 4850271927

BUSINESS DEVELOPMENT 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.

The Purpose of the Position:

The Business Development Coordinator is responsible for ensuring that IkamvaYouth diversifies its income sources with a particular focus on the B-BBEEE codes and non-donor income.

The Business Development Coordinator will report to the Business Development Manager. The position will be based in Cape Town.

Salary: R 252 674.76 per annum

All applicants must include a Motivational Letter setting out why they are the most suitable candidate for this role.

Responsibilities:

KPA1: Business Development

- Develop and implement a business development strategy with support from the Business Development Manager with detailed execution plans to achieve greater financial sustainability
- Design a framework in which business development objectives/targets can be achieved
- Work together with the Business Development Manager and the Executive Director to develop new service offerings based on IY's core competencies
- Ensure that Ikamva House is effectively marketed and the building is fully occupied by tenants generating the targets set

KPA2: Corporate Social Responsibility and B-BBEE

- Identify potential SA corporate businesses who can be approached for funding with a focus on accessing B-BBEE funds
- Prepare and submit proposals for funding to SA corporate businesses
- Prepare proposals to funders about IY's skills development matric bursary
- Present IkamvaYouth at donor meetings
- Cultivate relationships with potential new donors
- Provide potential corporate business partners with information on B-BBEE scoring

KPA3: Donor Liaison and Grant Management

- Develop and manage positive relationships with all relevant stakeholders
- Develop and maintain relationships with corporate businesses
- Review all grant agreements

- Where necessary, negotiate changes to grant agreements

KPA4: Reporting to Donors

- Review branch data for reports to donors
- Ensure all South African corporate business donors reporting requirements are met
- Ensure high quality reports are submitted to donors

KPA5: Finance

- Support the finance team in relation to reports to be submitted pertaining to business development
- Review management accounts monthly for the department
- If using the IY card, ensure receipts are submitted timeously to the finance department

KPA6: Administration and Ad-hoc Support

- Provide ad hoc support to the Business Development Manager
- Attend and participate in IkamvaYouth's internal meetings as required and provide information and input to be incorporated into the meeting packs (as required)

Qualification & Competencies Required:

- Degree (undergraduate) in Business or Development Studies is a non-negotiable pre-requisite
- Minimum of 2 years Fundraising experience is a non-negotiable pre-requisite
- Knowledge of the NPO sector and B-BBEE codes
- Experience with working on Google Drive
- Experience with working on Salesforce
- Strong networking capacity
- An excellent command of English to be able to produce top quality proposals
- Creative and able to build innovative sources and mechanisms to diversify income sources
- Organising and Planning Skill
- Strategic Management
- Attention to detail
- Good verbal and written communication skills

TO APPLY:

Interested applicants should submit their Curriculum Vitae and a motivation letter via email to careers@ikamvayouth.org with the subject heading "Business Development Coordinator" by **20 September 2019**.