



**Cape Town Head Office:** 47 Westminster Road, Salt River, Cape Town,  
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NPO Reg. Number: 032-082. PBO Tax Exemption Number: 930030238

VAT Reg. Number : 4850271927

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## Business Development Coordinator

IkamvaYouth is a township-based volunteer program 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 incumbent is responsible for ensuring that IkamvaYouth diversifies its income sources through innovative revenue models that include but are not limited to non-grant funding, leveraging BBEE, establishing profitable business interests, etc. This role is also responsible for cultivating and maintaining mutually beneficial stakeholder relations and visibility of IY's impact. The incumbent is also expected to coordinate internal capabilities to deliver on project outcomes.

**Reporting line: Business Development Manager**

**Location: Cape Town**

**Salary: R27 842.50**

**Benefit: Medical Aid**

### Responsibilities:

- 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
- Identify potential SA corporate businesses that 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
- Develop and manage positive relationships with all relevant stakeholders and corporate businesses
- Where necessary, negotiate changes to grant agreements 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 Support the finance team in relation to reports to be submitted pertaining to business development
- Provide ad hoc support to the Business Development Manager
- Attend and participate in Ikamva Youth's internal meetings as required and provide information and input to be incorporated into the meeting packs (as required)
- ☐ Develop a marketing communications plan including strategy, goals, budget, and tactics
  - Develop media relations strategy, seeking high-level placements in print, broadcast, and online media
  - Coordinate all public relations activities
  - Direct social media team to engage audiences across traditional and new media
  - Leverage existing media relationships and cultivate new contacts within business and industry media

- Create content for press releases, by-line articles, and keynote presentations
- Monitor, analyse and communicate PR results on a quarterly basis Evaluate opportunities for partnerships, sponsorships, and advertising on an ongoing basis.
- Maintain a keen understanding of industry trends affecting clients and make appropriate recommendations regarding communication strategy surrounding them.

**Qualification & Competencies Required:**

- Relevant tertiary qualification
- Knowledge of the NPO sector and B-BBEE codes
- Business Management experience
- Small business marketing experience
- Sales experience
- 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 Skills
- Strategic management
- Attention to detail
- Good verbal and written communication skills
- Growth mindset
- Target driven

**Preference will be given to EE candidates**

**TO APPLY:**

Interested applicants should submit their Curriculum Vitae and a cover letter via email to [careers@ikamvayouth.org](mailto:careers@ikamvayouth.org) with the subject heading “**Business Development Coordinator**” by **25 November 2022**

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