



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

02 March 2023

Fundraising Coordinator (Re-Advertisement)

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 purpose of this position is to develop, manage and Implement the IkamvaYouth Fundraising strategy, the incumbent is responsible for the sourcing of strategic partners as well as donors. Follow research leads, write, and submit proposals and the overall smooth running of the department.

Reporting line: Business Development Manager

Location: Cape Town/ Pretoria Salary:

R29 094.75

Medical Aid allowance

Responsibilities:

- Work together with Business Development Manager to develop and implement a fundraising strategy.
- Identify new donors appropriate for IY
- Identify and experiment with additional income streams (eg: individual giving, online giving, crowd-sourcing, targeted campaigns etc.)
- 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
- Ensure alignment between Programmes, Finance, and Fundraising teams for the full donor cycle (from pitching, reporting to contracting)
- Prepare and attend fundraising conferences, with the aim of building strategic relationships to the benefit of IkamvaYouth (e.g. Trialogue or other relevant conferences)
- Pull and share salesforce reports for the fundraising team to review income, types of donors and countries etc.
- Manage and track fundraising expenditures against the department budget
- Participate in M&E meetings to ensure that you are up to date on all matters pertaining which is relevant to donor meetings
- Overseeing the schedule of timeous reporting to donors and holding responsibility for ensuring high-quality proposals and reports are submitted.
- Network with, and build strategic alliances and relationships with key stakeholders and organizations working in the field
- Coordinate and manage the support staff to improve processes and systems, as well as increase efficiency and effectiveness in day-to-day activities
- Work together with the HR Manager to deal with any performance-related concerns
- Hold probation discussions with new team members

Qualification & Competencies Required:

- Relevant Bachelor's degree
- Minimum of 3 to 4 years of 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 programs
- Ability to work with budgets and financials

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 with the subject heading "**Fundraising Coordinator**" by **10 March 2023**.

