

POSITION AVAILABLE

# SENIOR FUNDRAISER

CONTRACT TYPE: PERMANENT, 40 HOURS PER WEEK

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

## THE OPPORTUNITY

We are looking for a motivated, driven and seasoned Senior Fundraiser who has a passion for social justice with a strong willingness to contribute towards positive impact in our organisation. The purpose of this role is to raise and secure funds for Common Good's work across each initiative, giving strategic input into the overall fundraising plan, executing the fundraising plan, developing and nurturing institutional and individual donor relationships, identifying and cultivating prospective donors, and meet or surpass fundraising targets. The Senior fundraiser will work closely with the Chief Executive Officer and the fundraising team to deliver the agreed fundraising strategy, goals and standards.

## YOU'LL THRIVE IN THIS ROLE IF...

You like to work independently to make big ideas happen; you like building relationships and helping people realise their goals and ambitions; and you enjoy contributing to the greater good and changing the fabric of society. As part of a young team, you'll have scope to make this role your own, working with budgets strategically, as well as in the detail to make sure we reach our targets. If you thrive on making things happen and working at pace, join us! If you enjoy pulling together all the pieces of the puzzle and then implementing the concept through to completion, then this opportunity is a must. You will be required to work well within a team and project manage the work to meet deadlines.

## KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

### Strategy & Planning

- Lead the annual fundraising planning process to produce effective strategies to achieve income targets for each programme.
- In partnership with the CEO and Programme Directors, lead the development of any mid to long-term strategy to achieve agreed organisational goals.
- Contribute to the development and implementation of the strategic plan for fundraising that is aligned to the overarching organisational objectives.
- Identify new potential income streams and produce strategies to access these funds.
- To maintain an integrated marketing and fund development strategy, to create general awareness, build different groupings of support and ultimately increase income.
- To research latest trends in fund development as to inform the strategic organisational plan of Common Good by means of a strategic fund development multi-year plan to ensure financial sustainability.
- Implement agreed plans with minimal supervision.

### Fundraising & Relationship Building

- To develop, nurture and maintain all donor relationships including corporate, business, faith based and service/community-based organisations.

- Build relationships with current and potential funders. Research potential donors and generate new leads and opportunities to increase fundraising income.
- Manage and grow Common Good's individual and institutional donor bases. Lead on development of new funding streams.
- To ensure that all aspects of the fundraising portfolio's records and information are always efficiently maintained and readily accessible.
- To develop and maintain face-to-face, stakeholder, media and service provider relationships.
- To develop and maintain a funder data base as a research and a relationship management tool.
- Prepare and write persuasive funding proposals and grant applications.
- Report to donors in a timeous and informative manner.
- Liaise and maintain relationships with key stakeholders.
- Ensure that all legal reporting requirements are satisfied.
- Champion the professional integrity of Common Good and foster a culture which promotes innovation and constantly strives for excellence.
- Your own transport is essential, as travel to visit donors may be required.

### **Budget Management & Planning**

- Update and maintain income and expenditure tracking and evaluation systems.
- Manage a fundraising budget and partner with the Finance Manager by compiling monthly financial reports.
- Collaborate closely with the fundraising team that delivers fundraising income to meet both individual and team set targets.
- Collaborate with Programme Directors during the budgeting period for annual planning and fund targets.

### **MINIMUM REQUIREMENTS**

- A completed NQF 7 tertiary qualification in a relevant field (e.g. Marketing, Communications, Journalism or Business Studies)
- Minimum of five years' fundraising experience (i.e., a seasoned fundraiser) in an environment similar to Common Good (nonprofit/non-governmental organisations)
- Proven track record of raising sizeable amounts of funding
- Track record of writing donor-centric proposals
- Access to an established network which can benefit Common Good's work.
- Sound budgeting, donor reporting and administrative abilities.
- Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Driver's license and own vehicle essential
- Willingness to contribute to the values and ethos of Common Good is essential

### **COMPETENCIES AND ABILITIES**

- Excellent at strategically developing and maintaining relationships.
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services.

## **REASONS TO WORK AT COMMON GOOD:**

Common Good is a Cape Town based not-for-profit, working from beautiful premises in Observatory. We are a Christian faith-based organisation responding to social justice issues in three key areas: Early Life, Education and Employment. We have a 10-year track record in development and an annual budget of +R20 million.

We are a diverse team, united by our desire to bring hope, opportunity and dignity to marginalised members of our society. The senior management team is made up of passionate thought leaders with experience in the development sector and corporate world. They bring a well-balanced approach to strategic decision making and operations.

You would work with multi-disciplinary professionals who are committed to excellence and innovation. You will have the opportunity to be a change-maker, contributing to building a stronger society and brighter futures for thousands of men, women and children across our nation.

Watch an introductory video:

<https://bit.ly/2WKdFOS>

### **STAKEHOLDERS**



**NKULULEKO**

**MADONKO**

CEO | [LinkedIn Profile](#)

- Able to work with minimal supervision to achieve fundraising objectives and targets.
- Excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams essential.
- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently.
- Highly proactive with good self-leadership
- Resilient and open to working with various personalities.
- Mature and responsible attitude towards work with the ability to take ownership of projects.
- Adaptable to new projects and requirements
- Excellent attention to detail, time management & organisational skills
- Demonstrated ability to implement a fundraising strategy essential.

## SKILLS AND KNOWLEDGE

- Excellent Networking, communication (oral, written, interpersonal) and presentation skills
- Understanding of the funding environment, CSI, BBBEE
- Track record of writing compelling and convincing proposals and copy
- Strong track record in representing organisations in a professional and positive manner and building strong relationships
- Access to an established network which can benefit Common Good
- Advanced computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook)

---

## APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references by **16 April 2021**.

TO: [careers@commongood.org.za](mailto:careers@commongood.org.za)

REF: Indicate the job title in the subject line

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.

---

[www.commongood.org.za](http://www.commongood.org.za)

[info@commongood.org.za](mailto:info@commongood.org.za)

+27 (0)21 201 1493

PO Box 36313, Glosderry, 7702

21 Nelson Road, Observatory, Cape Town

NPO (062-229-NPO) | PBO (930026077)