

FUNDRAISING IMPLEMENTER

RESOURCE DEVELOPMENT/FUNDRAISING | COMMON GOOD

ABOUT OUR ORGANISATION

Common Good was founded by Common Ground Church in 2005. We've since impacted thousands of lives for the better through our early life, education and employment initiatives. Common Good inspires and equips Common Ground Church congregants to live out social justice in their everyday lives.

JOB OVERVIEW

Your main function would be to ensure that the fundraising strategy and plan are well executed. This process would be done in consultation with the Chief Operations Officer. You would be tasked with translating the strategy into a yearly Resource Development plan including; fundraising targets, yearly calendar, internal budget and a resource plan for the year. You need to be able to maintain a fundraising dashboard to monitor progress and to keep the Executive and Management teams up to date. You may be required to make proposals for adjustments to the plans, if necessary. Execution of the yearly fundraising plan would have you taking full responsibility of the implementation of key events and donor programmes or products.

KEY RESPONSIBILITIES

- Team and support team management
- Donor Relationship Management
- BBBEE
- Major events (Big Vision Sunday, Business Breakfast, Golf Day etc)
- Fundraising products
- Proposals
- Strategy, Planning, Monitoring and Evaluation

MINIMUM REQUIREMENTS

QUALIFICATIONS: Tertiary qualification

CERTIFICATION: Code B driver's license

EXPERIENCE: 2-3 years working experience

PREFERRED REQUIREMENTS

SKILLS:

- Excellent project management skills
- Excellent communication skills, both written and verbal.
- Strong analytical skills
- Proven track record to work independently

EXPERIENCE/KNOWLEDGE:

- Experience working in a Non-profit Sector and or Fundraising (Not mandatory, but would be beneficial)

COMPETENCIES:

- Ability to take initiative
- Results oriented
- Being able to analyse data and draw conclusions from data. Being able to use technology/systems.
- Be highly adaptable and able to find creative solutions to Fundraising opportunities that will not always follow the drawn-up process but be able to find ways that will work for all parties
- Excellent Microsoft Excel capabilities

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **Monday, 13 November 2017**. A full job description is available on request.