

RESOURCE DEVELOPMENT MANAGER

FUNDRAISING MANAGER | 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

To secure adequate financial resources for the organization and maintain key relationships with funders and donors. Translate the fundraising strategy into a yearly fundraising plan. Develop, maintain and report on fundraising dashboard. Implement the fundraising plan, initiate and take full ownership of fundraising events, campaigns, donor programmes/products and communication moments. Conceptualise and implement donor management. Ensure an up-to-date database exists of all donor groups from small individual donors to major donors and foundations. Mobilize and support the CEO and Management Team as key high-level relationship holders with major donors. Manage a team of two people. Ensure support for Fundraising from other departments.

KEY RESPONSIBILITIES

- Jointly set strategy, develop and implement yearly plan
- Lead Resource Development Team
- Secure the Management Team's support
- Donor Relationship management
- Planning and implement fundraising events
- Manage and further develop Fundraising Initiatives
- Proposal Writing
- Monitoring and Evaluation. Run Fundraising dashboard.

MINIMUM REQUIREMENTS

QUALIFICATIONS: Tertiary qualification

CERTIFICATION: Code B driver's license

EXPERIENCE: 3-5 years' experience in Resource Development/Fundraising

PREFERRED REQUIREMENTS

SKILLS:

- Excellent communication skills, both written and verbal to represent Common Good externally and build relationships with donors.
- Strong analytical skills
- Proven track record to work independently
- Having managed at least one person successfully
- Track record in fundraising and use of fundraising databases

EXPERIENCE/KNOWLEDGE:

- 3-5 years' experience in fundraising/resource development
- Programmatic experience would be a benefit
- Understanding of BBEEE legislations and CSI practices in South Africa.
- Experience working in non-profit sector
Not mandatory but would be beneficial

COMPETENCIES:

- Think and act strategically
- 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

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 **Friday, 15 September 2017**. Full job description available on request.