



## **BUSINESS DEVELOPMENT & FUNDRAISING MANAGER VACANCY**

### **About The Homestead**

The Homestead Projects for Street Children successfully transitions neglected and traumatised children away from life on the streets and towards safe family reintegration or successful independent living through a comprehensive continuum of prevention, stabilisation, residential care, family reunification and youth transition programmes.

### **Purpose of the Position**

The Business Development and Fundraising Manager is responsible for leading and implementing The Homestead's resource mobilisation, donor stewardship, partnerships, marketing, communications, events and long-term sustainability strategy.

This position consolidates all fundraising and business development functions under one senior leadership role and requires both strategic vision and hands-on delivery. The incumbent will be responsible for developing and maintaining strong relationships with donors, funders, corporate partners and key stakeholders to ensure the financial sustainability and growth of the organisation.

As a member of the Senior Management Team, the Business Development and Fundraising Manager will work closely with the Director and will serve as the organisation's second-in-command in the Director's absence. The role therefore requires the ability to provide leadership, represent the organisation externally and contribute to strategic and operational decision-making across the organisation.

**Reporting Line:** Director

**Location:** Cape Town, South Africa

### **Key Responsibilities**

#### **Fundraising Strategy, Income Generation & Sustainability**

- Develop and implement a practical, organisation-wide fundraising and sustainability strategy aligned with The Homestead's funding priorities.
- Drive diversified income streams, including trusts and foundations, corporate CSI partnerships, individual donors, high-net-worth individuals, events, and other income-generating initiatives.
- Identify, research, and pursue new local and international fundraising opportunities aligned with programme needs.
- Develop and implement reserve-building and sustainability initiatives to strengthen long-term financial resilience.

#### **Donor Identification, Cultivation & Stewardship**

- Identify and cultivate relationships with donors, including trusts, foundations, corporates, and individual donors.
- Build and maintain strong, long-term donor and partner relationships through regular engagement and stewardship.
- Oversee donor care, including progress updates, impact reporting, and relationship management to support donor retention and growth.

### **Proposals, Grants & Reporting**

- Lead the development, writing, and submission of high-quality funding proposals, grant applications, and donor reports.
- Ensure compliance with donor requirements, timelines, and reporting standards.
- Work closely with the Executive Director to ensure accurate tracking and reporting of donor income and expenditure on Salesforce.

### **Marketing, Communications & Campaigns**

- Oversee fundraising-related marketing and communications to support income generation and organisational visibility.
- Lead and support internal fundraising campaigns and appeals.
- Ensure consistent messaging that reflects The Homestead's impact, values, and strategic priorities.

### **Event Planning & Coordination**

- Plan and coordinate special events, fundraisers, including the AGM, annual fundraising events, and annual sports tournament.
- Oversee event planning from concept through to execution, including budgeting, timelines, and coordination.
- Assist with and coordinate logistics, including venues, catering, suppliers, guest lists, invitations, and event-day arrangements.
- Ensure events support fundraising objectives, donor engagement, and organisational visibility.

### **Fundraising Committee Leadership**

- Head up and coordinate the Fundraising Committee for the purpose of advancing fundraising initiatives.
- Take responsibility for project management, scheduling, and minute-taking related to the Committee's work.
- Ensure Fundraising Committee meetings are scheduled, convened, and run effectively.
- Actively participate in fundraising efforts alongside Committee members, including identifying opportunities, mobilising networks, and driving activities.
- Coordinate and support fundraising activities and events initiated by the Committee.

### **Strategic Leadership & Governance**

- Work closely with the Executive Director and senior management to align fundraising priorities with organisational strategy.
- Participate in leadership, management, and decision-making structures.
- Provide regular reports to the Executive Director and the Board on fundraising performance, risks, and opportunities.
- Support Board engagement and governance processes related to sustainability and fundraising, where required.

### **Monitoring, Systems & Reporting**

- Maintain accurate donor records, fundraising data, and reporting systems.
- Track performance against fundraising targets and provide analysis to inform decision-making.
- Contribute to organisational planning, budgeting, and forecasting processes.

### **Qualifications and Skills**

- At least 5 years' senior experience in fundraising, business development, or donor engagement, preferably within the NPO sector.
- Proven success in securing funding from trusts, foundations, corporates, events, and/or individual donors.
- Strong proposal writing, research, and prospecting skills.
- Experience planning and delivering fundraising or stakeholder events.
- Excellent written and verbal communication skills.
- Strong organisational, project management, and coordination capability.
- Ability to work independently, manage multiple priorities, and deliver results in a resource-constrained environment.
- Experience with donor management and Salesforce will be advantageous.

- Alignment with The Homestead's values and a strong commitment to child rights and community development.

Interested candidates must submit a motivation letter highlighting your resource mobilization experience and examples of your fundraising achievements. Also include your updated CV with contact details of three work-related referees to MaraisButton & Associates.

Email: [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Closing date: Tuesday 8<sup>th</sup> July

Contact will only be made with shortlisted candidates.