



## SENIOR FUNDRAISER VACANCY IN FISH HOEK, CAPE TOWN

**Reports To:** General Manager

### **Main Purpose of the Job:**

To broaden and diversify TEARS's donor network while raising funds and resources to ensure our long-term sustainability and commitment to promoting animal welfare. Create innovative partnership opportunities, nurture enduring relationships, and effectively communicate TEARS's mission.

### **Roles and Responsibilities:**

#### **Strategy and Planning**

- Develop and implement effective fundraising strategies and campaigns to meet both short-and long-term goals
- Prepare and submit an annual fundraising budget for GM and Board approval
- Align fundraising activities with TEARS projects and long-term goals.

#### **Fundraising**

- Develop & Execute Fundraising Campaigns: Design and implement impactful fundraising initiatives that resonates with animal welfare supporters, effectively communicating TEARS' mission and tangible impact of donations
- Identify & Secure New Funding Opportunities: Proactively pursue new funding sources, including grants, individual donors, and corporate sponsorships, focusing on those with shared commitment to animal welfare and community upliftment
- Nurture Existing Donor Relationships: Cultivate and strengthen relationships with current donors and partners through targeted, transparent, and engaging communication to drive acquisition, retention and growth
- Organise and Manage Fundraising Events: Plan and execute animal welfare-themed events to engage the community, raise awareness, and generate funds
- Build Strategic Partnerships: Foster partnerships with business and foundations that align with TEARS' goals, with an emphasis on animal welfare and community upliftment
- Oversee Grant & Trust Income Programs: Manage all grant applications and trust income programs, ensuring the submission of high-quality proposals and timely reporting
- Maintain Donor Database: Oversee accurate record-keeping of donations and engagement activities, ensuring effective donor stewardship and follow-up communication.

#### **Financial Management and Reporting**

- Monitor and evaluate fundraising activities, taking corrective action when needed.
- Collaborate with the Finance Manager to ensure accurate costings for grant applications.
- Ensure transparency and alignment with donor expectations.
- Ensure fundraising activities are aligned with animal welfare ethics and regulations and maintain transparency and trust with donors regarding the use of funds.

- Provide a comprehensive monthly report on fundraising progress, including results, proposals and pipeline status.

#### **Teamwork and Leadership**

- Contribute to a courteous and mutually respectful workplace culture when engaging with colleagues and stakeholders.
- Lead by example, fostering a culture of compassion, continuous improvement and teamwork.
- Foster a positive, inclusive working environment that supports the mission and values of TEARS.

#### **Job Requirements:**

- EE Candidate
- Qualifications - Minimum requirements: Bachelor's degree/diploma in a relevant field.

#### **Experience:**

- Five years' + experience in fundraising, with a strong record of securing substantial funds through campaigns and grants
- Experience in utilising the strength of an organisation's brand for fundraising
- Experience in growing existing fundraising and establishing new income streams.

#### **Skills:**

- Outstanding organisational and time management skills
- Excellent interpersonal and communication skills
- Knowledge of the fundraising environment
- Exceptionally convincing and persuasive written and oral skills
- Strong administrative skills with a high level of attention to detail
- Confident presentation skills
- Advanced proficiency in Microsoft Office, fundraising software and donor management systems.

#### **Knowledge and Expertise:**

- Excellent network building capability
- Comprehensive knowledge of the fundraising environment, animal welfare, and nonprofit operations
- Experience developing and securing Corporate Partnerships and individual giving campaigns
- Expertise in creating and implementing fundraising strategies.

#### **Behavioural Competencies:**

- Calm and Level-headed when under pressure with a pro-active approach to problem-solving
- Strong business thinking and ability to make evidence-based, timely decisions.
- High credibility with a personal commitment to delivering quality outcomes
- Positive, energetic and enthusiastic team player
- Secures the confidence of others quickly and works effectively as an ambassador
- A passion for animal welfare and community upliftment.

If you are passionate about animal welfare & marketing, and eager to make an impact in a fast-paced NGO, we would love to hear from you! Please submit your CV with a motivation letter highlighting your suitability to the role to **MaraisButton & Associates**.

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

**Closing date for applications:** Wednesday 07<sup>th</sup> May 2025

*Contact will only be made with shortlisted candidates.*