



## VACANCY FOR A DEVELOPMENT OFFICER (FUNDRAISER)

### About Little Eden Society

Little Eden Society is a Non-Profit Organisation providing 24-hour residential care and support to over 300 children and adults with profound intellectual disability.

### The Opportunity

We are seeking an experienced and passionate Development Officer (Fundraiser) to join our Business Development team. This is a strategic role for someone who thrives on building meaningful relationships, securing sustainable funding, and making a tangible difference in the lives of vulnerable individuals.

*This position reports directly to the Business Development Manager and is based at our Edenvale facility.*

The successful candidate will be responsible for driving diversified revenue streams, expanding our donor base, and executing innovative fundraising strategies that enable Little Eden to continue its vital mission.

### Key Responsibilities

- Develop and execute comprehensive fundraising strategies across multiple channels to meet organizational financial targets
- Identify, cultivate and steward relationships with individual donors, corporate partners, trusts, and grant-making organizations
- Research and secure new funding opportunities
- Re-activate lapsed donors
- Write compelling grant proposals and funding applications with high success rates
- Design and manage recurring giving programs, appeals, and fundraising campaigns
- Develop corporate partnerships and promote planned giving/legacy programs
- Maintain accurate donor records and provide data-driven insights to optimize fundraising effectiveness
- Represent Little Eden professionally at networking events, donor meetings, and community engagements
- Assisting and participating in Business Development events after hours and over weekends as per operational requirements
- Produce high-quality donor reports, impact communications, and stewardship materials

- Collaborate with the Business Development Manager and cross-functional teams to achieve departmental goals

**Essential Requirements:**

- Relevant Tertiary qualification (A qualification in Communication/PR/Sales and Marketing or Business would be advantageous)
- Minimum 5 years' experience as a fundraiser with proven track record of revenue generation and a further 5+ years' work experience
- Valid Police clearance certificate
- Valid drivers' licence with own reliable transport
- Clear ITC score
- Must be willing to work after hours and weekends
- Occasional travel for donor meetings, networking events, and conferences

**Knowledge:**

- Comprehensive knowledge of the fundraising cycle, donor acquisition, and retention strategies
- Understanding of non-profit sector trends, donor psychology, and regulatory compliance (including SARS requirements)
- Donor development and relationship management in the NGO sector knowledge required
- Demonstrated experience in support of the funding cycle from identification of prospects to the development of proposals and relationship management
- CSI funding experience would be advantageous
- Budget and financial understanding is required

**Skills:**

- Exceptional relationship-building and networking capabilities
- Outstanding verbal and written communication skills tailored to different audiences
- Proposal writing and grant application expertise
- Digital fundraising skills including online platforms and social media campaigns
- Data analysis and campaign evaluation abilities
- Strategic campaign planning and donor stewardship
- Must have the presence and excellent communication skills to deal with senior representatives of donor organizations as well as presentation skills
- Problem-solving and creative funding solutions
- A minimum level of intermediate MS Office experience is required

- Excellent communication skills required
- Ability to use the Zoom and Teams platforms as well as Canva.
- Proficiency in Canva would be advantageous

**Personal Attributes:**

- High emotional intelligence and cultural fit with Little Eden's ethos
- Confident, well-spoken and presentable
- Resilient in handling rejection and setbacks
- Ethical integrity with commitment to transparency and accountability
- Self-motivated with ability to work independently
- Adaptable to changing funding landscapes
- Genuine passion for Little Eden's mission
- Organized, detail-oriented, and business-minded
- Flexible, energetic, enthusiastic, and proactive
- Empathetic and service-oriented with professional confidence

**What We Offer:**

- The opportunity to make a meaningful impact in the lives of our residents
- A supportive, values-driven work environment
- Professional development opportunities including approved seminars and conferences
- The chance to work with a dedicated team committed to excellence in care

Interested candidates must submit a motivation letter highlighting your fundraising achievements & successes. We also want to understand your interest in working for Little Eden.

Please submit your application to MaraisButton & Associates.

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

Closing date: 23 January

*Contact will only be made with shortlisted applicants.*