



**National Council  
of SPCAs**

## **Grants and Major Donor Officer Vacancy in Alberton** (full time and office-based)

The NSPCA is looking for a research-savvy, thoughtful, and detail-oriented individual to join its Communications Unit as a **Grants and Major Donor Officer**. This is a desk-based role focused on writing, research, and long-term donor stewardship - not events or public-facing fundraising.

You'll help secure institutional funding by identifying aligned donors, writing proposals and reports, and maintaining strong relationships with CSI partners, trusts, foundations, and major donors.

### **Core Responsibilities:**

Research funding opportunities, track deadlines, write compelling proposals and reports, and maintain donor relationships. You'll also contribute to the NSPCA's institutional fundraising strategy and assist with ad hoc business appeals or in-kind requests.

### **Ideal Candidates Are:**

- Excellent writers with sharp attention to detail
- Strong researchers and strategic thinkers
- Organised, professional, and comfortable behind the scenes
- Skilled at building long-term professional relationships
- Proficient in MS Office/Google Workspace
- Passionate about social impact (animal welfare experience a plus)

### **To Apply:**

Email your **CV** and a **cover letter** to [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za) by **31 July 2025**. Your cover letter must briefly answer the following four questions (one paragraph each):

1. Why do you want to work for the NSPCA?
2. What skills or experience make you a good fit for research and writing funding proposals?
3. Tell us about a time you built or maintained a professional relationship.
4. What appeals to you about working in a behind-the-scenes support role?

**Closing Date:** 31 July 2025

Contact will only be made with shortlisted candidates.

### **About the NSPCA**

The **National Council of SPCAs (NSPCA)** is South Africa's leading animal welfare organisation with a legacy of over 70 years. We prevent cruelty, promote kindness, and speak out for animals in every sector - from pets to farm animals, laboratory animals, wildlife, and working animals. Our work is national in scope and grounded in meaningful, systemic impact.