



National Council
of SPCAs

GRANTS AND MAJOR DONOR OFFICER VACANCY IN ALBERTON, JHB (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.

Detailed KPIs

1. Donor Scouting & Research

- 1.1. Continuously identify, review, and vet grant and CSI opportunities aligned with NSPCA's mission.
- 1.2. Maintain a funding database with key deadlines, eligibility, and relationship histories.

2. Proposal & Report Writing

- 2.1. Draft high-quality, compelling funding proposals, appeals, and budgets in collaboration with relevant Units.
- 2.2. Develop and submit donor reports timeously.
- 2.3. Track proposal outcomes and adapt strategies accordingly.

3. Donor Relationship Management

- 3.1. Maintain positive and professional relationships with institutional donors.
- 3.2. Handle donor queries and coordinate feedback processes.
- 3.3. Develop tailored re-engagement strategies.

4. Strategic Input

- 4.1. Assist in the formulation and monitoring of the Institutional Giving Strategy, aligning it with the overarching Brand Strategy.
- 4.2. Collaborate with other Unit staff to align campaigns with funding priorities.

5. Business Appeals & In-kind Giving

- 5.1. Draft and manage business appeals for ad hoc donations.
- 5.2. Coordinate in-kind gifts and services with relevant Units.

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 by **31 July 2026**. Your cover letter must briefly answer the following four questions:

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.