

REGIONAL MANAGER VACANCY

CHOC is looking for a Regional Manager (RM) for **Gauteng South region**, who will lead and manage the region, raise funds, raise awareness of childhood cancer, and promote CHOC and its programmes. The main KPAs include:

1. Strategic leadership and management

- ☐ Develop the region by identifying new opportunities, identifying gaps, and leading initiatives to improve the quality and impact of our work.
- ☐ Build strong relationships with all CHOC stakeholders (such as the doctors, beneficiaries and volunteers and donors), and partners, and to be seen as a leader in the childhood cancer field.
- ☐ Maintain and improve existing donor, key and other strategic relationships; and find, develop and keep new strategic and key partnerships and relationships.
- ☐ Work with the Regional Committee Chair to develop the Regional Committee.
- ☐ Report the needs, challenges, and strategic regional matters to the CEO and provide feedback and solutions.

2. Fundraising, campaigns, and donor management

- ☐ Maintain and improve existing donor relationships – with corporates, individuals, or others.
- ☐ Use networks, platforms, and various forums to build the CHOC brand, network and relationships.
- ☐ Meet and exceed the fundraising targets set for the region.
- ☐ Deepen relationships and partnerships with donors/supporters. •
- ☐ Identify regional fundraising opportunities, events and campaigns and ensure they are implemented successfully.
- ☐ Promote and market CHOC through various platforms and activities (including the media, social media, communication channels and material, and promotional events).
- ☐ Manage all fundraising initiatives and campaigns.
- ☐ Manage other systems, including Salesforce (donor and data management system).
- ☐ Increase funding by creating and implementing a fundraising plan that shows how the region solicits donors and finds funding sources such as corporates, grants, foundations, schools, community organisations, in-kind donations, charitable events, and marketing opportunities.
- ☐ Share the fundraising plans with the CEO for oversight and leadership.

3. Networking and volunteer mobilisation

- ☐ Manage and develop strategic relationships, including the Department of Health, hospital management, hospital staff and organisations working in the field of childhood cancer.
- ☐ Facilitate the development of committees, such as the regional committee, parental support groups, survivor groups, etc. •
- ☐ Oversee the volunteer programme, including recruitment, training and maintenance of the volunteer programme.

4. Staff management

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- ☐ Manage staff well and guide them on their respective roles.
- ☐ Address and manage staff performance issues and disciplinary matters appropriately.
- ☐ Guide staff on all relevant CHOC policies.
- ☐ Identify training and development opportunities for the team.
- ☐ Create and promote a positive employee experience.
- ☐ Create a good working environment.
- ☐ Communicate all staff needs for the region with the HR Manager.

5. Programme Management

- ☐ Manage CHOC's Core programmes to the required standards. These are the accommodation facility, the transport fund, the volunteer management programme and practical support.
- ☐ To assist the national leaders with the regional implementation of national programmes, such as the Awareness training programme and psychosocial support.
- ☐ Manage and oversee other programmes as determined by CHOC's strategic plan and Executive.

6. Financial, office and general management

- ☐ To develop a realistic and achievable annual regional budget and to manage the budget according to CHOC's Financial policies.
- ☐ To oversee the administration of the region.
- ☐ To ensure that all CHOC policies and procedures are implemented and adhered to.
- ☐ To ensure submission of accurate and timely reports – financial, program and operational.
- ☐ To undertake other post related duties as requested by the CEO.
- ☐ To undertake all responsibilities and tasks embracing CHOC's values, ethos, and behaviours.

THE REQUIREMENTS FOR THE POST

Qualification: A recognised bachelor's degree or National Diploma in any related field

Experience and skills:

- A minimum of 5-8 years of general management experience, preferably in the NGO sector.
- Proven ability and experience in fundraising, staff management, and operations.
- High computer skills, especially in MS Office; and ideally in database systems (CRM), donor portals and social media platforms.
- Excellent English communication skills, both spoken and written.
- Strong management and organisational skills.
- Excellent interpersonal skills
- Critical thinking skills
- Good analytical skills with the ability to interpret data and devise action plans
- Good with numbers and a basic understanding of accounting, financial management and reporting.
- Valid driver's licence is essential

Interested candidates must send a motivation letter highlighting your suitability to the role, and a CV with contact details of three work-related referees

annelie@maraisbutton.co.za

Closing date: 30th February Contact will only be made with shortlisted candidates.

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