



## Muslim Hands

Muslim Hands South Africa (MHSA) is a Cape Town-based international NGO that works in the areas of disaster relief and sustainable development. Muslim Hands operates in over 40 countries worldwide, distributing life-saving humanitarian aid and relief to millions of people, who are directly affected by natural disasters, war, poverty, famine, and drought.

### FUNDRAISING MANAGER VACANCY | RYLANDS, CAPE TOWN

Job Type: Permanent (6-month probationary period)

Sector : International Development

#### THE ROLE

This role reports directly to the Country Director and is a vital part of the MHSA senior management team. Together, we share the exciting responsibility of realizing our vision and strategy: a future where humanity honours, protects, and celebrates the natural world for the benefit of all.

The fundraising manager will oversee a dedicated team of fundraisers, providing the necessary vision, leadership, and expertise in fundraising to enable the organization to meet its fundraising objectives and advance its developmental program. The ideal candidate will possess extensive experience in fundraising and management, demonstrate a strong aptitude for relationship building, and have a proven history of securing funding from statutory sources, foundations, trusts, and major donors. Additionally, experience in the development of an individual donor program, including donor marketing strategies, will be considered a significant advantage.

#### Key Responsibilities and Core Function:

##### Main Responsibilities

##### *Strategy and planning*

- Develop and facilitate the annual fundraising planning process to develop effective strategies that achieve income targets across various revenue streams.
- In collaboration with the Country Director, take the lead in developing any long-term strategies.
- Identify new potential income streams and develop strategies to access these funds while managing financial planning and budgeting effectively.
- Produce cost-effective budgets to achieve action plans.
- Design and implement systems for tracking and evaluating income and expenses effectively.
- Ensure the Fundraising Department is kept within budget Fundraising.
- Oversee a fundraising team and a comms/social media team that achieve fundraising income targets.
- The management of and production of effective, high quality proposals and reports.
- Develop an individual giving development plan which includes recruitment and development of new donors.
- Lead on development of new funding streams.
- Develop and maintain effective supporter journeys for the development of relationships and retention.
- Senior Management The head of fundraising is a member of the senior management team and as such the post-holder will be expected to play a proactive role in the management of the organisation, including:

### **Organisational strategic planning**

- Organisational development
- Income and expenditure budget planning and management
- Advising on the availability of funds and the viability of obtaining funds to support campaign initiatives
- Attending finance committee meetings to report and give advice on fundraising matters
- Staff Management of fundraising staff, including:
  - Agreeing objectives and work plans
  - Managing workload and performance through regular one-to-one line management discussions
  - Plan and implement personal development programme for team members in all relevant skills
  - With the HR Department, undertake annual performance reviews

**The role requirements may change from time to time.**

### **Qualifications and Experience**

- At least five years' experience in a similar role (Senior level).
- Demonstrable track record of Strategic Fundraising
- Successful, significant and relevant achievement at management level in a comparable national/international organisation.
- Experience of utilising the strength of an organisation brand for charity/business development
- Proven track record of meeting challenging income targets
- Proven ability to build, manage and develop key stakeholder, client and donor relationships.
- Experience of developing and implementing strategic and business plans
- Proven track record in fundraising that has directly resulted in increased income for an organisation
- Effective dissemination of information to large and diverse groups

### **Essential Skills and Knowledge**

- Strong leadership skills.
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services.
- Knowledge of the fundraising environment and of a range techniques and disciplines which will support the cost-effective generation of income
- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently
- Ability to secure Senior Management and Board approval for strategy
- Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the post and initiate, develop and deliver new initiatives that build on their successes.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Commitment to MHSA core values and strategic direction
- Essential Aptitude
- Innovative management style.
- Ability to work flexible hours.
- Energy, enthusiasm and flair to work hard and achieve ambitious targets.
- Social media and AI with a proven records of ability of evaluating the evolution of methodologies and platforms on the fundraising strategy.
- Excellent verbal communication and public speaking skills.
- Working understanding of Shariah and South African Legislation that impact the methodologies of fundraising standards.

***Qualifications***

- Educated to degree level or equivalent
- Evidence of Continued Professional Development relevant to the role purpose and level.

Interested candidates are invited to submit a motivation letter highlighting your suitability to the role, an updated CV and contact details of three work-related referees to [rudayba@maraisbutton.co.za](mailto:rudayba@maraisbutton.co.za)

Closing date: Sunday 06<sup>th</sup> April 2025

Contact will only be made with shortlisted candidates.