

# Immediate Vacancy: Salesian Institute Youth Projects Location: Cape Town



## Head of Fundraising

### Background:

The Salesians Fathers were founded in Italy in 1859 and in 1896 first came to Cape Town. In 1910 the first center to care for youth at risk was founded. Serving the needs of the most vulnerable marginalized youth to bring about lasting change in their lives has been the focus of the Salesian Institute Youth projects (SIYP) since then.

We are dedicated to serving the needs of the most vulnerable youth at serious risk. We focus on empowering and creating opportunities for youth at risk. We offer them a second chance by building their necessary skills for life and providing technical skills training, along with coaching for the world of work. Every year, SIYP reaches over 2,400 vulnerable communities in Cape Town. For more information please visit [www.salesianyouth.org.za](http://www.salesianyouth.org.za)

The Salesian Institute Youth Projects (SIYP) seeks to recruit an enthusiastic energetic individual who is passionate about changing the lives of young people at risk.

Based in Cape Town, the candidate will be responsible for leading a small fundraising team, planning and implementing fundraising strategies and campaigns and growing sustainable income generation. The role will include developing solid relationships with current partners and donors, and leading the development of *new* fundraising opportunities. It requires a strong, charismatic leader with natural networking skills and the ability to build successful lasting relationships, who is adaptable to change and comfortable working under pressure and to deadlines.

The ideal candidate will be highly-skilled with a proven track raising funds.

### Key responsibilities include:

- Ensure that the Fundraising Department reaches its annual fundraising target per year by overseeing all marketing and fundraising activities and managing all approved expenditures.
- Make recommendations to CEO regarding new events and campaigns while always monitoring results and viability of existing activities.
- Manage and deliver SIYP fundraising campaigns (online & offline)
- Manage good monitoring and performance management systems
  - Oversee development of monthly performance reports CRM system (Salesforce).
  - Monitor quality and integrity of donor database system
  - Monitor local and international fundraising trends, issues and opportunities.
  - Production of all Fundraising reports including Board Reports, senior management team reports, donor reports and campaign related Income & Expenditure Reports.
  - To oversee the acknowledgement and receipt of income in accordance with SIYP policies and procedures and ensure transparent and good management of donor funds.
- Prepare of the annual Fundraising departmental budget to CEO.
- Invest time research funding opportunities with Foundations and trusts and write proposals for submission.
- Ensure donors are taken care of and appropriately engaged and informed of the organization's progress and performance. Tailored communications are critical for donors.  
Manage the fundraising team, which includes proposal writers and researchers, Development

Administrator and work closely with the Communications Manager. It is important to ensure that they are happy, working effectively and have the appropriate skills, knowledge and tools to deliver fundraising plans and reach income targets including; planning weekly meetings, monitoring team activities, managing colleague development & coaching, recruitment, disciplinary and grievances and conducting probation and six monthly and annual performance reviews.

Recruit, organize and mobilize a strong group of volunteers that will complement and add value to the income generation strategy.

- Support and manage corporate partnerships in researching, cultivating and securing corporate partnerships and sponsorships.
- Working closely with the Communications Manager to ensure all fundraising activities receive appropriate publicity and promotion in national and local media as well as the optimization of website [www.salesianyouth.org.za](http://www.salesianyouth.org.za) and across all social media.

Ensure there is adherence to; best practice in data protection and guiding principles for fundraising. Carry out any other time sensitive duties/needs that may be assigned by the CEO from time to time.

To act in the best interests of the SIYP, acting as an ambassador for organization line with our vision and mission.

The above duties are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.

### **Qualifications**

Education to degree level is required. But career qualifications are also sought after.

A minimum of seven years' experience in fundraising is required for a fundraising but prior experience in areas such as sales or marketing will also be considered.

### **Skills and Special Aptitudes**

- Proven track record in income generation.
- Demonstrated ability to cultivate and manage business relationships.
- Excellent communication (written and presentation) skills.
- Attention to detail and strong organizational skills.
- Excellent track record using excel, word, power point.
- Ability to multitask is essential along with the ability to work under tight deadlines.
- Ability to self-manage and work long distance from projects.
- Demonstrated interest/track record supporting charitable work.

Interested candidates, please submit your CV, Salary expectation and cover letter to:  
[Hilton.Nyirenda@salesianyouth.org.za](mailto:Hilton.Nyirenda@salesianyouth.org.za)