



Advert: Fundraising Partnership and Manager

The Partnership and Fundraising Manager will be responsible for building and sustaining partnerships with stakeholders (NGOs, government, private sector) and ensuring the financial sustainability of organization programs through strategic initiatives.

Key Responsibilities

1. Funding and applications

- Lead the organisation in writing and submitting funding applications.
- Research international donors who offer funding in our specific area of work and make applications on behalf of the organisation for funding.
- To do research on and apply for various CSI/CSR or local funding opportunities and find other opportunities to raise funds.
- Run and oversee the overall general fundraising efforts of the organisation.
- Go over funding contracts to ensure their legal validity.
- Develop content to enhance social media platforms and digital fundraising opportunities.

2. Stipulations of funders

- Complete all tasks stipulated by the funder.
- Complete all reporting requirements of funders and senior management.

3. Partnerships

- Identify funding and other strategic partnership opportunities that could benefit the organization.
- Upkeep our current partnerships, ensuring their healthy and collaborative continuation.
- Ensure that our partnership relationships are reciprocal and do not have any negative effects on the organisation.
- Attend conferences, meetings and other events required to upkeep the organisation's key strategic partnerships.
- Brief and work alongside the CEO/Deputy CEO in up-keeping partnerships.

4. Monitoring and Evaluation

- Support the development of the M&E System in line with donor requirements and needs of the project.
- Pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures.
- Lead efforts in reviewing existing evaluation approaches and to promote more rigorous and impact-oriented evaluation design.
- Support and engage in the design and management of constructive information feedback loops to inform program design.



5. Monitoring Implementation:

- Supervise and coordinate the application of monitoring tools to track program performance in line with the Theory of Change and the M&E Plan.
- Offer leadership and technical support to project staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data.
- Manage and conduct qualitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies.
- Establish an inquisitive learning culture within JDA through leading the capacity building efforts in M&E.

6. Data Management:

- Coordinate analysis of real-time program monitoring data collected on a weekly and termly basis.
- Lead and conduct analysis of quantitative data as well as qualitative data on all program inputs, outputs and outcomes.
- Compile and publish quantitative and qualitative monitoring results into visually-attractive monitoring reports for internal and external audiences.
- Submit monthly, quarterly and annual M&E reports to the CEO/Deputy CEO and senior management, on various projects progress and monitoring the organisations activities on a regular basis.
- Ensure that quality data is being collected and safely stored as evidence of the organisations impact.
- Ensure that all records are kept appropriately and that the systems for tracking and recording post-session/project progress and outcomes are maintained and updated.

7. Impact Evaluation:

- Lead the process of designing, piloting and validating quantitative and qualitative evaluation tools.
- Oversee and supervise the coordination of impact survey administration and implementation.
- Design data analysis in line with the projects Theory of Change and conduct impact data analysis on program outcomes.
- Elaborate and design Impact Reports based on impact evaluation results according to donor and JDA needs.

8. Admin Work

- General office admin work may be requested. This may include, but is not exclusive to, having to buy and transport items needing educational materials; and attending staff meetings.
- You will be required to write articles every month for various publications and newsletters.
- Create and update records.



- Submit timely reports and prepare presentations/proposals as assigned.
- Conduct proper monitoring and evaluation.
- Undertake the maintenance of equipment, facilities, and records as necessary.
- Ensure that all records are kept as appropriate and that the systems for tracking and recording progress and outcomes are maintained and updated.

9. Networking

- Roundtables and other meetings with the funders.
- Partnership and collaboration: to regularly have meetings with other organisations. Parties to form partnership and opportunities for collaboration.

Core Competencies:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Self-confident
- Excellent time management and organisational skills
- Ability to work under pressure, and effectively set priorities
- Attention to detail and a high level of accuracy
- Ability to maintain a high level of confidentiality
- Ability to adapt to changing work requirements and situations
- Performance orientated – possess initiative, enthusiasm and self-motivation to make things happen and gets things done, self-starter working well with limited supervision
- Willingness to work after hours
- Excellent work ethic
- Emotional intelligence including the ability to be empathetic, sensitive and understanding
- Ability to listen and create an environment of trust
- Ability to coach and mentor
- Ability to work independently and a drive to create new opportunities

Minimum requirements

- A degree in a relevant field
- Proven experience (5 years+) in program management, grant writing and fundraising, interest in and motivation to do Business Development
- Demonstrated success in securing funding through grants and partnerships
- Proficient in donor management systems, grant portals, project management tools, work independently and collaboratively in a dynamic environment



- Strong existing South African and international network
- Business acumen and entrepreneurial mindset
- Strong verbal and written communication skills, relationship-building and networking abilities
- Knowledge of sustainability principles, environmental issues, and climate change initiatives
- Microsoft Office (advance excel skills)
- Valid Code 8 Driver's License
- Willing to travel to all the different areas (nationally and internationally).
- Must be well presented and professional

Employment will be implemented in accordance with the Employment Equity Act. Only Applicants considered for the role will be contacted.

Closing date: 30 June 2026

Should you wish to apply, please forward a copy of your CV with 3 contactable references as well as a cover letter to recruitment@justicedesk.org

If you do not hear back from us within two weeks, please assume that your application has been unsuccessful.

The remuneration package is competitive.