

Full-time Fundraiser – Applications Now Open!

Justice Desk Africa is growing and have officially opened up the call for applications for a Fundraiser!

Justice Desk Africa

We are a Human Rights non-profit organisation operating across Africa. We were established in 2013, with the main goal of Promoting the Power of Everyday Activism. In order to do this, we empower ordinary people to understand and defend their Human Rights - so that they can transform society and create a more just and equal world! We also work alongside civil society, NGOs, businesses, and governments across the globe to challenge and eliminate the root cause of injustice.

The Position:

We're looking for a seasoned fundraiser with experience in grant-writing to join our tight-knit team. In this role, the candidate will lead our efforts in securing funding to help our organisation operate throughout the year.

Responsibilities include researching grant opportunities, writing compelling grant proposals to acquire funding, forming partnerships with potential donors, finding funding opportunities and working with our leadership team to ensure we have enough capital each year. Ultimately, you will work with our leadership team to understand our financial needs and ensure we attain funding.

The candidate must have expert communication and relationship building skills and a keen sense of initiative to spot fundraising opportunities, develop relationships with potential donors, and manage fundraising campaigns.

The ideal candidate will be motivated, professional, organized and have a knack for research, relationship building and raising funds. They must have great speaking, writing, and leadership abilities while moving JDA closer to its financial goals.

We're looking for someone who believes in the mission of JDA and has an exceptional drive for furthering our fundraising efforts as well as strategizing and delivering on new ones.

Management

The candidate will work alongside and under the supervision of the organisations CEO & CAO.

Responsibilities

- Promoting the Organisation
 - Promoting awareness of the organisation’s mission and work.
 - Effectively conveying the organisation’s mission, vision, and projects to potential donors.
 - Maintaining proficient knowledge of the organisation’s history, projects and impact.
 - Speaking at and attending events on behalf of JDA in order to network and promote our work.
- Grant/application writing
 - Conducting research on funding/grant opportunities available through corporations, trusts and foundations (at local, provincial, national and international levels).
 - Writing compelling grant/fundraising proposals to acquire funding from foundations, trusts, corporates etc.
 - Submitting and managing grant proposals.
 - Furnishing prospective funders with supporting documents.
 - Maintaining records in hard copies and computer databases.
- Fundraising:
 - Building and maintaining a database of prospective donors.
 - Meeting with potential donors to pitch our work and secure funding partnerships.
 - Cultivating a network of dedicated monthly donors and volunteers.
 - Planning fundraising initiatives and events to help the organisation meet our financial goals.
- Partnerships and stakeholder management:
 - Forming strong relationships with external stakeholders and partners.
 - Forming relationships with potential new donors.
 - Ensuring major donors are satisfied, feel appreciated and are kept in the loop.
 - Collaborating with the CEO and Senior Management Team in hosting on-site visits to projects.
 - Maintaining effective, positive relationships through frequent communication with prospective and current donors.
- Strategy:
 - Spotting new fundraising opportunities.
 - Strategizing and successfully executing fundraising campaigns.
 - Managing a budget and tracking whether goals are being met.
 - Developing an organisational strategic fundraising plan, alongside the organisation’s CEO, with clear goals, plans of action and timelines.
 - Track and manage prospective grant and reporting deadlines.

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position, and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Required skills and qualifications

- Proven experience in grant-writing, fundraising, sales, marketing or a similar role
- Exceptional communication and relationship-building skills
- Ability to lead and motivate colleagues and volunteers
- Strong attention to detail and a passion for research
- Ability to successfully balance priorities while managing multiple tasks and planning big events
- Proficient with measuring and reaching income goals
- Great with MS Office Word and Excel
- Excellent knowledge of fundraising information sources
- Exceptional organisational and writing skills
- Ability to meet deadlines.

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in communications, business, public relations, or related field
- Certification, diploma, or similar qualification in fundraising
- Competence with donor management systems
- Experience in writing grant proposals, press releases, and fundraising letters
- Confidence in public speaking
- Legal or accounting experience a plus

The Location:

The Justice Desk Africa head office is in Cape Town, South Africa.

Gross Salary:

Full-time position: R40,000 p/m

To apply:

Email your CV, a motivational letter, and 2 references to info@justicedesk.org.

Please note that if you have not heard back from us within three weeks of applying, please consider your application being unsuccessful.