



JOB PROFILE

Job Title: Fundraising Content Writer
Post Grade: C4
Reporting line: Johannesburg Manager: Fundraising and Marketing
Place of work: MES Head Office

PURPOSE:

To assist in the development of high-quality fundraising proposals to foundations, trusts, government agencies, corporates, churches, and financial institutions. S/he writes and manages the overall proposal effort, monitors project workloads and sets priorities to ensure deliverables are met according to defined timelines. Must be able to demonstrate and manage the proposal process from start to finish.

JOB SPECIFICATION:

- Need a dedicated committed and self-motivated person
- Must have Christian Values
- Flexible regarding working hours
- Able to work well under pressure
- Able to work independently
- Be innovative i.e. come up with new ideas and suggestions that can benefit the fundraising and marketing department
- Be an effective and a good team player
- Be assertive and confident
- Strong computer and administrative skills
- Good command of English especially written;
- Must have public speaking experience

JOB REQUIREMENTS:

- Relevant Tertiary Qualification
- Proven proposal writing skills
- Driver's License
- Knowledge and experience of MS Office Suite required;
- Managerial Skills
- Communication skills
- Administrative skills
- Excellent command of the English language
- Experience in using Salesforce preferable

JOB DESCRIPTION:

1. PUBLIC RELATIONS (INTERNAL AND LOCAL COMMUNITY):

- 1.1. To liaise with all Programme Managers' regarding needs within their programmes
- 1.2. Liaise with Finance regarding budgeting for each proposal project, and updates on money received from successful proposals submitted



- 1.3. Liaise with Support Services regarding the “goods in kind” donations received from donors

2. FUNDRAISING AND MARKETING STRATEGY IMPLEMENTATION

- 2.1. To manage and maintain and expand the foundations, trusts, and foreign donor database
- 2.2. Research, develop and write grant proposals, concept papers, and renewal requests for support, and managing the information needs associated with the processes, including securing data as needed from programme and fiscal staff and communicating with sponsors;
- 2.3. To implement the donor recruitment, donor approach and donor care plan standard operational procedures.
- 2.4. To invite donors to the relevant fundraising events scheduled.
- 2.5. To compile a projected annual income forecast as per the assigned donors.
- 2.6. Utilise a strategic planning approach to identify opportunities for fundraising to ensure all departments/programmes within the branch are covered.
- 2.7. Meet with identified potential donors to attract support for the mission of MES;
- 2.8. Submit final proposals and conduct follow-up with appropriate funding agency/private entity staff;
- 2.9. Promote and nurture relationships with members, donors and partners develop and implement cultivation and retention strategies;
- 2.10. Collaborate with and coordinate efforts of other fundraising and marketing staff with regard to proposed programmes, partnerships and sponsorships;
- 2.11. Prepare reports on development / fundraising activities as requested;
- 2.12. Maintain database files and records including those used to track contributions and keep accurate mailing lists.

3. CORPORATE AND OPERATIONAL WORK ETHOS

- 3.1. Conduct business according to the agreed upon MES Heartbeat Values
- 3.2. Submit month report on all activities conducted
- 3.3. Attend the monthly Fundraising and Marketing meetings and other meetings scheduled to ensure the smooth running of the department.
- 3.4. Ensure that accurate back-ups are done on all data
- 3.5. Appropriate data capturing and recording of funding status utilising Salesforce

4. GENERAL DUTIES

- 4.1. Due to new developments of the department duties might be renegotiated within a reasonable scope with the employee.