



JOB ADVERTISEMENT

Position: Office Manager; Fundraiser and Mission Co-ordinator

Reports to: Board of Directors, primarily through 2 designated directors

Background:

The Bateleurs is a registered non-profit organisation whose members mainly comprise pilots who provide their time and aircraft, free of charge, to fly for the environment in Africa. By providing an aerial perspective on environmental issues, we aim to influence decision makers and/or provide assistance in conservation matters.

Position summary:

The Office Manager's primary role is to manage the day-to-day affairs of The Bateleurs. This position is the only full time, executive, position in The Bateleurs. As such the incumbent will work alone most of the time, and will need to be self-motivated.

Position's focus areas:

The primary job focus areas include, but are not limited to the following:

1. Membership and Flight coordination

- Maintain up to date membership records and data base
- Communicate with members
- Process flight/mission requests through the appropriate channels
- For approved missions, ensure all compliance criteria are met (pre and post flight)
- Manage and coordinate missions as between The Bateleurs, beneficiaries and pilots
- Attend to all other mission related tasks
- Maintain database and relationships with beneficiary organisations

2. Administration

- Maintain accurate records of all correspondence, both electronic and on paper
- Monitor and manage the bank accounts and load payments for authorisation
- Maintain accurate financial records in excel format of all income and expenditure to facilitate a smooth and unqualified annual audit
- Support the Directors' fiduciary responsibilities by providing accurate, detailed reports on The Bateleurs' financial status on a month by month basis

- Maintain computer systems in good order including performing regular back ups
- Produce and distribute a quarterly electronic newsletter
- Manage and regularly update the web site
- Produce an Annual Report that goes to our donors
- Manage the Board processes including Board meetings, the AGM and others by producing notices, minutes and accurate records, arranging meetings etc.
- Submitting reports to the NPO Directorate and undertaking any and all other administrative and compliance related tasks
- Conduct any other related tasks as assigned by the Board

3. Profile and Fundraising

- Being responsible for meeting budget and fundraising targets as determined by the Board, through fundraising and donor acquisition,
- Servicing donors appropriately and reporting regularly,
- Management of the donor contact database
- Proactively creating new fundraising activities and seeking fundraising opportunities to meet budget targets,
- Engaging with the environmental NGO sector, partners and other stakeholders
- Generating and servicing new partnership to expand The Bateleurs' profile
- Engaging with the media and producing media releases on Bateleurs' activities
- Writing popular articles on The Bateleurs to expand the profile
- Help develop, and deliver, PowerPoint or other forms of presentations to donors, partners, the public, the media etc.

Level of Responsibility:

- Responsible for effective and efficient day to day operations
- Report to the Board for all expenditure outside of budget, contractual commitments and position statement on issues of significance.

Remuneration:

Remuneration is market-related, commensurate with qualifications and relevant experience.

Qualifications:

A graduate qualification in a relevant field is beneficial

A minimum of a Matric certificate with a university exemption

Experience Required:

Excelling writing skills and experience in proposal writing

Donor environment mapping and servicing

NGO experience is critical

A track record in successful fundraising

Project management and development skills

Financial management and record keeping

Excellent English writing and speaking and fluency in at least one other South African language will be

beneficial
 Office administration skills
 A highly organized person with a proven track record
 A basic knowledge of the environmental sector is an advantage

Skills and Attributes:

SKILLS AND ATTRIBUTES	ESSENTIAL	BENEFICIAL
Full computer literacy	MS PowerPoint, word, excel, email & internet application	Access Database development and management
Interpersonal skills internal and external	strong	
Attention to detail	strong	
Numeracy	strong	
Strategy application		good
Excellent writing skills	strong	
Efficient Project management	strong	
Self starter	strong	
Confidence and initiative	strong	
Maturity and the ability to work alone and independently	strong	
A passion for the environment and the NGO sector		strong

This full time position is based at The Endangered Wildlife Offices, in Modderfontein, Johannesburg. The Bateleurs is an equal opportunity employer. Applicants are requested to submit a CV, and a detailed motivation as to why they would be a suitable candidate for The Bateleurs Office Manager post.

Applicants who have not been contacted within 10 days of the closing date must please assume that their applications were not successful. The Bateleurs reserves the right not to make an appointment.

Closing date: 14 June 2013. To apply please e-mail your CV and a detailed motivation letter to **both** of the following directors: Andrew Cadman – Andrew.Cadman@rhp.co.za **and** Sven Kreher – svenk@iafrica.com