



Vacancy

Fundraising Officer – Technical Proposal Developer

Purpose of the Position: The Endangered Wildlife Trust, one of the largest biodiversity conservation NGOs in southern Africa, is seeking to employ an a highly motivated, professional individual to assist in ensuring the continuous funding of both our Support Service and Programmatic conservation activities into the future via generating income from trusts, foundations, awards, grants, government agencies and similar entities and sources.

Reporting line: Chief Executive Officer

Key responsibilities

- Generate a steady stream of funding applications from the EWT (Programmes, projects or Support Services / EWT as a whole) for the target audiences that ensures that the annual income requirements for Programmes and SS of the EWT are met;
- Solicit, locate and identify suitable opportunities for funding application submission;
- Assist Programme and SS staff to develop, edit or write if necessary, and submit timeously, suitable, effective funding applications to the various sources;
- Drive multi-project/Programme or partner submissions where necessary to maximise chances of success;
- Manage and ensure availability of all background documentation, records, files and data for proposal submission;
- Communicate timeously and effectively with all relevant staff, the potential for submission of funding applications and / or awards to relevant grant-makers and manage the entire process of proposal development, submission and monitoring.
- Follow up on the outcomes of all submissions to donors and ensure delivery of donor requirements by the relevant recipients throughout the life of the project/grant;
- Maintain an updated, accessible database of all information, records, contact information, communications, application and report submissions and contact with the various sources;
- Regularly locate and identify potential new sources of funding for EWT activities;
- Work with staff to submit nominations for awards, prizes and grants for approved activities and achievements;
- Take responsibility for this portfolio being successful in achieving sustainable income to the EWT that meets our budget targets.

Qualifications and requirements

The minimum requirements for this position include:

- A tertiary qualification in the natural sciences, communications or another relevant field
- Proposal development experience with a proven track record of success
- Excellent proposal and report writing skills
- Exemplary networking skills
- Well-connected in the NGO and funding sectors
- Exemplary administrative skills
- Financial management skills
- Microsoft office competence
- Excellent verbal and written communication skills
- Bilingualism is an advantage
- Possession of a valid South African driver's license, and own transport.

Candidate profile

- Energetic, dynamic and self-motivated
- Well organised and able to work well under pressure
- Passionate about conservation and sustainability
- Able to work independently
- Able to engage with individuals across all relevant sectors
- Willing to take the initiative to learn and implement novel approaches and tools; and
- Motivated by the challenge of working with multi-disciplinary teams.

This position is based at the EWT head office in Johannesburg. The Endangered Wildlife Trust is an equal opportunity employer. Applicants are requested to submit a CV, and a detailed motivation as to how and why they would be the best possible candidate for the post.

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

All applications will be treated in the strictest confidence. Closing date: Monday 18th November 2013. To apply please e-mail your CV and a detailed motivation letter to the Human Resources Manager, Alison Jänicke alisonj@ewt.org.za or Endangered Wildlife Trust, Private Bag X11, Modderfontein, 1645 or fax to +27 086 636 5823

Physical Address: Building K2, Ardeer Road, Pinelands Office Park, Modderfontein 1609, Gauteng, South Africa
Postal Address: Private Bag X 11, Modderfontein 1645, Gauteng, South Africa **Tel:** +27 (0) 11 372 3600 **Fax:** +27 (0) 11 608 4682 **E-mail:** ewt@ewt.org.za **Web:** www.ewt.org.za The Endangered Wildlife Trust is a non-profit, public benefit organisation dedicated to conserving species and ecosystems in southern Africa to the benefit of all people. **NPO Number:** 015-502, **PBO number:** 930 001 777, **Member of IUCN** - The International Union for Conservation of Nature The Endangered Wildlife Trust is US 501(c)(3) compliant under **US IRS Registration number:** EMP98-0586801.