



### ***Vacancy Fundraising Officer – Corporate and Private Sector***

**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 Programme conservation activities into the future via the corporate and private sectors.

**Reporting line:** Chief Executive Officer

#### **Key responsibilities**

- Develop, manage and oversee relationships with all EWT corporate donors including Programme and EWT corporate donors;
- Ensure a steady flow of new corporate donor income into the EWT through developing income-generating relationships with new corporates that fund Programmes and / or Support Services;
- Achieve the income targets for the EWT's Support Services by obtaining funding from new and existing corporate donors;
- Ensure that the EWT annual budget for Programmes is met by acquiring new corporate donors and sustaining existing corporate donors;
- Ensure that all corporate donors are well serviced and that delivery of all donor requirements is met, timeously and professionally, including writing donor reports where necessary;
- Write and where necessary, edit funding proposals to corporate donors that meet the needs of the both the EWT and the donors and which are appropriate to the target audience;
- Manage all corporate and private donor data, background information, communications; requirements and records in an accessible, updated database (currently Goldmine);
- Work closely with all Programme Managers to develop funding proposals for corporate donors, determine a suitable range of corporate donors to approach on a regular basis, obtain meetings with the donors and assist in following up, and 'closing' the deal with the donors;
- Develop selected, high value CRMs with appropriate corporate partners to generate income and expand positive brand reach for the EWT;
- Generating funds from individual philanthropists and high net worth individuals
- 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 relevant tertiary qualification is preferable
- Excellent writing skills including proposal and report writing with a proven track record of success
- Exemplary administrative skills
- Exemplary networking skills and a wide range of contacts in the relevant sectors
- Financial management skills
- Proposal development experience
- 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
- Able to work well in a team, to lead effectively and motivate and develop colleagues
- Passionate about conservation and sustainability

- Solid knowledge of corporate South Africa and how to work with corporations of all sizes
- Able to work independently
- Able to meet targets and deadlines and work under pressure,
- Able to engage effectively with the corporate sector
- 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 the 18<sup>th</sup> 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](mailto: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](mailto:ewt@ewt.org.za) **Web:** [www.ewt.org.za](http://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.