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JOB DESCRIPTION

Job Title Fundraiser	Department Fundraising
Responsible to Senior Fundraising Manager	Direct Reports None

Location

Cape Town, South Africa

Purpose

To manage a portfolio of existing accounts, providing exceptional funder care and forging long-term mutually beneficial relationships. To work with the Senior Fundraising Manager to deliver the DKMS Africa Fundraising strategy, securing new partnerships and maximising income.

Background

The DKMS Group is a global family of organisations that started in Germany in 1991 around one family's search for a donor. Dr. Peter Harf founded DKMS in honour of Peter's wife Mechtild, who had sadly lost her battle with blood cancer.

DKMS has grown to become the world's largest stem cell donor centre. Over 60,000 people have made a potentially lifesaving blood stem cell donation since 1991. Today, over 12 million potential donors have registered across seven countries in Germany, the US, Poland, the UK, Chile, India and South Africa.

Fundraising Department

The Fundraising team is responsible for raising money as well as maintaining close relationships with community fundraisers, private funders, development partners, organisations, trusts and companies. The department builds up long-term partnerships and sponsorships with DKMS Africa.

Job Purpose

To support the Senior Fundraising Manager to implement the fundraising strategy.

Key Responsibilities

1. To work with the Senior Fundraising Manager to implement the corporate plan for trusts, foundations, and corporate giving at DKMS Africa.
2. To nurture and maintain existing relationships, demonstrating the highest levels of customer care.
3. To keep accurate records of incoming donations, by category on a data sheet.
4. To send thank you letters and Section 18 (a) tax receipts for all monetary donations made.
5. To research new potential partners, gather information and maintain research history in accordance with the prospecting strategy.
6. To tailor existing DKMS Africa funding proposals in line with the mission to a potential partner in collaboration with the Senior Fundraising Manager.
7. To represent DKMS Africa at networking events.
8. To assist with the planning and execution of national corporate fundraising events including sponsorship management.
9. To work closely with colleagues in the Fundraising, Donor Recruitment, Data Management, Medical and Communications departments to ensure all activities and events achieve optimum success.



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10. Track and analyse individual fundraising results and provide reports to the Senior Fundraising Manager and Fundraising Head of Department.
11. Monitor Corporate Responsibility issues in the media and proactively keep abreast of the fundraising market. Including identifying change and trends and maximising potential opportunities.
12. To ensure all fundraising regulations and relevant legislation is upheld and reflected in best practice, particularly as these relate to fundraising standards and POPIA.
13. To meet or exceed income goals as set by the Senior Fundraising Manager and offer advice and support on all fundraising issues and activities.
14. Any other duties as reasonably requested by the Senior Fundraising Manager and Fundraising Head of Department.

Qualifications

1. Educated to relevant degree level.
2. Minimum of 3 years' experience in corporate fundraising, including a successful track record of meeting and exceeding challenging targets and achieving year on year income growth.
3. Solid experience of managing projects on time and on budget.
4. A thorough understanding of best practice in funder acquisition, relationship-building and retention.
5. Understanding of key areas of legislation, regulation and online mechanisms related to fundraising activities.
6. Proficient in the use of Word, Excel, PowerPoint, Outlook.
7. Excellent written and verbal communication skills including strong presentation skills.
8. Customer service focused with the ability to form effective internal and external relationships.
9. Ability to work well under pressure and to meet deadlines.
10. Flexible approach with the ability to adapt to new and changing situations.
11. Strong organisational and analytical skills.
12. Sensitivity and empathy in working with people.
13. Strong passion for the DKMS Group mission

Core Competencies

1. Establishing and maintaining strategic partnerships and relationships
2. Ethical behaviour, honesty, transparency & living the values
3. Financial acumen
4. Flexibility and adaptability
5. Influencing and negotiation
6. Organisational Knowledge and awareness
7. Programme and project management
8. Presentation skills
9. Social consciousness & social responsibility
10. Verbal and written communication