



# VACANCY: Fundraising Administrator

Learn to Earn (LtE) is a Christian organization which seeks to develop people, especially unemployed people, socially, economically, emotionally, and spiritually.

We invite suitably qualified candidates with the appropriate experience and skills to apply for the position defined as fundraising administrator. The successful candidate must have the commitment to eradicate unemployment and other legacies of injustice by providing sound administration support to assist with the development and growth of the income streams for the organisation, primarily through financial donations, in addition to pro-bono services and material/goods and in-kind donations. In addition, to perform research on funding opportunities, dealing with reporting administration requirements, and managing funding cycles.

The primary purpose of the position is to support the implementation of Learn to Earn Programmes in the Western Cape, particularly in Khayelitsha and Hermanus currently. The Fundraising Administrator will support the Donor, Resource and Partnership Manager in operational and logistical matters pertaining to all fundraising activities and donor administration.

## Main Requirements:

- Hold to LtE's statement of faith and be an active member of an evangelical church.
- Minimum of three years' experience working in the NPO-PBO sector.
- Experience with BBBEE Scorecard would be advantageous.
- Understanding Section 18A and PBO Tax deductibility.
- Understand CSI and CSR.
- Prior experience with verification/ratings agencies for SED and ED desirable.
- Ability to work to deadlines and achieve agreed income targets.
- Sales, with good networking skills experience will be an advantage.
- Ability to work as part of a team.
- Scheduling and conducting site visits and tours for present and potential supporters.
- Advanced computer skills, particularly MS Office, and CRM tools preferably Salesforce.
- Must possess a valid drivers' licence and own vehicle and be prepared to travel locally.
- Acts with the highest integrity, honesty, professionalism, and ethics in all matters of work and personal life.
- Proven track record in the administrative environment.
- Must be high performance orientated, can work independently, have functional proficiency, and initiative with the ability to meet deadlines being essential, as well as attention to detail and accuracy and good planning and organising skills.
- Good written and spoken Communication Skills (fluency in English supported by fluency in isiXhosa and/or Afrikaans would be beneficial).
- Customer focused and keen to work across diverse cross-cultural contexts.

## Primary Responsibilities

- To be responsible for the administration regarding maintaining the existing donor base and existing reporting structures.
- Researching new funding opportunities with local, regional, and international corporations/trusts.
- Administer funding proposals.
- Be involved in special events for fundraising, including but not limited to, Quiz Nights and Dinners.
- Researching cause-related marketing opportunities and BBBEE opportunities.
- Submit the annual NPO report and contribute to the development of LtE's annual report.

- Sending of thank you letters/receipts/Tax Certificates and BBBEE documentation to donors and partners.
- Pipeline management using Salesforce: tracking of proposals sent, reviewed, accepted, or declined.

**Other Requirements:**

Learn to Earn (LtE) is a registered Christian skills development organization which seeks to develop people, especially unemployed people, socially, economically, emotionally, and spiritually. As such this is a team ministry, and the following will also be required in addition to the above:

- Participate, contribute, and engage in weekly staff devotions and prayer meetings.
- To participate in the employer's Annual Staff Retreat. We go away together to do staff development and spiritual growth seminars.
- To participate in the employer's Annual General Meetings and other organisational functions (awareness and fundraisers) which may be held after hours, during the week or on a Saturday.
- To be co-responsible for the continued development of the employer.
- To promote the employer and obtain financial support thereof.
- Outside of the employees' above responsibilities the employee will be expected to do things that fall outside of the ambit of their job description, such as sweeping, cleaning, covering for and helping other staff. This is a team ministry.

**Type of contract:** Permanent full-time

**Remuneration:** Market related and experience and qualification dependant (with 50% company contribution to M.A. and R.A)

**Application Process:**

Should you meet and understand the above requirements, have the necessary experience, and wish to apply, please do so in writing with:

1. Covering letter: In your covering letter please indicate your current and required salary and notice period with your current employer, if any.
2. Your Faith Journey
3. CV (no more than 3 pages) with 3 contactable references – in particular previous reporting lines (please exclude sending certificates).
4. Letter from your church pastor or small group leader regarding your church membership and activity.
5. Email to: ***vacancies@learntoearn.org.za with the subject line: Vacancy: Fundraising Administrator – [your name here]***

**Closing date:** When the position is filled.

Should you not have received a response within 6 weeks after the closing date, please consider your application to be unsuccessful. We reserve the right not to enter into correspondence in this regard. This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. Also, we reserve the right to re-advertise if required.