



Development Manager (Fundraising & Communications)

South Africa

Viatores Christi (VC) works in the area of development cooperation in the faith-based development sector. We specialise in the recruitment, training and placement of skilled volunteers on projects identified by a partner which meets the needs of the beneficiaries. We also specialise in the monitoring and implementation of projects as well as in the provision of experts in developing countries for targeted consultancy. Since 1960 we have recruited, trained and placed over 2000 personnel who have volunteered their service in 48 different countries. Today we have volunteers in Africa, Asia, Latin America and the Caribbean

Assignment Title: Development Manager (Fundraising & Communications)

Type of Assignment: International Development Worker

Project Title: Youth Project

Duration: 12 months +

Location, Country: Cape Town, South Africa

Expected Starting Date: Q3 2015

Brief Project Description: The host organisation is dedicated to improving the lives of South Africa's vulnerable children and youth at risk regardless of religion, race, gender or nationality. The host organisation gives them the skills they need to stay out of danger, find good jobs and lead happy lives.

Each year the project reaches 1600 young men and women in their programs with a custom-tailored mix of basic education, vocational training, social skills, neighbourhood outreach and residential accommodation. The core of the programme work is best summarized as follows:

* Classes for children and youth who have dropped out of school or who do not have the skills to pass their matriculation exams, including welding, woodcraft, panel-beating and arts and crafts

* Vocational classes for older youth to learn in-demand trade skills like tiling, laminated flooring, bricklaying, PC repair, computer literacy and office management

* Life skills classes to give at-risk youth self-confidence and social skills plus basic home skills like budgeting: this includes self-actualization, self-confidence building, interview skills, communication, cultural diversity awareness, relationship building, motivation and problem

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solving, time management, stress management, conflict resolution, peer pressure, interview skills, gender and domestic violence sensitization, substance abuse and HIV/AIDS awareness, goal setting, trust building and positive thinking

* Job search and placement services

* A one-of-a-kind program to assist youth with training and documents in order for them to find employment within the fishing industry.

Organisational Context: The CEO of the organisation in Cape Town is looking to hire a person with experience in marketing/fundraising and communications to help the organization to achieve a number of objectives. Much has been achieved by a small dedicated staff every year to raise the funds for the programs. At present the organization is reviewing its fundraising and communications strategy as part of a longer term growth plan. To date, the fundraising work has been done by two extraordinary people who work tirelessly to raise the funds for the organization. Part of the evolving growth plan is to expand the fundraising team and diversify its fundraising plan.

Type of Assignment Place: assignment without family

Description of tasks:

The **VC Volunteer Development Manager** will

- Develop an annual online fundraising plan to optimize their global network of friends
- Create all the components of an inaugural fundraising campaign and work with a local special event manager and communications agency to implement the campaign to raise funds and profile locally and raise funds online
- Manage a communication agency to achieve key organizational goals, including raising profile locally with corporate sector and online to attract more donors online and manage existing support base
- Set up a practical donor care program to keep steady communications with donors to retain their support. This includes writing regular stories, taking photos and short video clips to share on the website and send to donors and for use with other major donors.
- Support the Development Director in her communication needs including photos and stories needed for Foundations and Government donors
- Help recruit volunteers to become part of a global fundraising network
- Because it is a small fundraising office, the tasks will vary and will evolve over the year, so it's critical that the candidate is flexible and willing to adapt as needs arise and work on own initiative. A proven track record working as part of a team is highly desirable.

Qualifications/Requirements

- Relevant Degree
- Individual with strong administration and organisational skills at senior level
- Excellent writing skills
- Fundraising or marketing skills are essential
- Skills in photography, videography
- Excellent presentation skills
- Fluency in English
- Excellent interpersonal and communication skills
- Ability to work with a wide range of people in a respectful and collaborative manner
- Good analytical skills
- Good understanding of development issues in South Africa

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Living Conditions:

Modest with all facilities

Conditions of Service

A 12 month contract