

VACANCY

FUNDRAISING MANAGER FOR THE PRESS COUNCIL OF SA

The Press Council of South Africa is a voluntary, independent, co-regulatory body that aims to promote and develop ethical practice in journalism; to promote the adoption and adherence to those standards by South African print and online media and to provide a quick and free complaints mechanism to the public. The Press Council of SA seeks to appoint a fundraiser to identify and pursue fundraising opportunities for the organisation.

The successful candidate will be employed on a part-time basis and will be appointed for a year, subject to renewal based on availability of funds.

Key responsibilities and duties:

- Develop and maintain a database of relevant funding contacts and sponsors, for all Press Council projects, together with the Executive Director, the Press Council and the financial administrator.
- Identify projects that will assist the Press Council in meeting its operational budget as well as in promoting the organisation's aims and objectives.
- Draft proposals for funding based on existing information of the Press Council activities and draw on current and past information and other relevant research to highlight the Press Council's mediation and adjudication processes.
- Compile monthly reports to the Executive Director for tabling at quarterly Press Council meetings and report back to the Press Council's Finance and HR committee on all funding or donor-related matters.
- Establish and maintain relationships with key donors and funders and write updates and reports as per the funders' requirements.
- Conceptualise and implement monitoring and evaluation processes for funding projects.
- Finalise funding and donor and/or sponsorship contracts in consultation with the Executive Director.

Requirements:

- Experience/ or equivalent qualification in marketing, communications and fundraising.
- Track record of fundraising for NGOs or civil society organisations.
- Sound knowledge of the global donor landscape.
- An understanding of the role and work of the Press Council and sound knowledge of journalism and media landscape will be an advantage.
- Understanding of ethical practices in the donor and fundraising space.
- Ability to think strategically, work independently and be proactive and self-motivated.
- Proven track record of results.
- Excellent communication, organisational and writing skills.
- Relevant and proven monitoring and evaluation skills will be an advantage.
- Demonstrable strategic, organisational and project management skills.

How to apply:

Submit your application of no more than 5 pages and the names and contact details of at least two referees to:

Millicent Gumede

Email: millicentg@ombudsman.org.za

Tel: 011 4843612

Closing date: 15 January 2024