

Corporate Fundraising Officer

Remuneration:	R40000 - R45000 per month
Location:	Cape Town
Education level:	Degree
Job level:	Senior
Own transport required:	Yes
Travel requirement:	Occasional
Type:	Permanent

The corporate fundraising officer will be responsible for the implementation and maintenance of a rolling programme of prospect identification, research and nurturing of relationships, specifically for corporate fundraising. The post holder will assist in maximising support from this fundraising stream, which has seen growth at Ladles of Love over the past four years, maximising income through excellent partnership stewardship and a great supporter experience.

Duties and key responsibilities

- To support with the development and implementation of the corporate fundraising strategy;
- To support with maintaining a portfolio of potential corporate supporters through regular research, and maintain records for reporting and re-application, and a rolling calendar of charity of the year application deadlines;
- To maintain the corporate team's prospect pipeline, ensuring information is accurate and up to date and risks to the pipeline are flagged;
- To manage and retain existing corporate partnerships and provide excellent stewardship, using innovative ways to keep all parties engaged and informed of progress at Ladles of Love;
- To establish relationships and generate funding from lapsed corporate clients;
- Compile fundraising proposals and applications for prospective and existing partners, and where appropriate present proposals;
- Where appropriate, represent Ladles of Love at networking events;
- Supporting with the development and execution of corporate cultivation events – including, but not limited to, breakfasts, conferences, cocktail parties, awards evenings, gala dinners;
- Update Salesforce with full record of contacts and ensure that relevant reports are produced timeously;
- Establish appropriate means of accessing monitoring and evaluating activity and information, ensuring that corporates receive regular reports as required;
- Ensure that donations are quickly and correctly processed and acknowledged and that reports are available in the appropriate format;
- Keep abreast of new developments and funding opportunities;
- Work closely with other members of the team and support with key donor accounts which span multiple fundraising disciplines;

Expectations

- Ability to travel to meetings and events throughout the SA;
- To occasionally work unsociable hours; e.g. attending events, evening or weekend meetings/conferences or travel to other Ladles of Love offices;
- To attend and contribute to team and departmental meetings;
- To attend infield visits to Ladles of Love beneficiary organisations with corporate clients and team build events where

necessary;

- To uphold and promote Ladles of Love's policies ensuring that their intention and spirit is followed;
- Other duties that may from time to time, be necessary and compatible with the nature and grade of the post.

Requirements

- Proven working experience in business development, corporate sales, relationship or sponsorship management;
- Strong communication and interpersonal skills with aptitude in building relationships with professionals of all organisational levels;
- Experience of working in an NGO environment would be an advantage;
- Candidate must be active in LinkedIn and have a strong profile;
- Experience in developing relationships and relationship management;
- Excellent command of the English language both spoken and written;
- Candidate must have own transport, smart phone and laptop.

Posted on 12 Apr 10:30, Closing date 11 Jun

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hr@ladlesoflove.org.za

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