



Bethesda



Applications are invited for the position of **Resource Development Manager**

We are looking for a person who has

1. At least 4 years' experience in successful fund raising.
2. Excellent ability in MS Word and MS Excel
3. Proficient in English and Afrikaans
4. A qualification in Marketing or Communication or similar (Preferable)
5. Knowledge of the Health and Child Care environment will be advantageous
6. Drivers' license essential
7. Police clearance (in terms of the Child Care Act) is essential

This post can be structured between 30 and 40 hours a week for a salary of between R11 000 and R14 000 per month.

JOB DESCRIPTION

Aim of the Post:

- To generate funds for Bethesda from local, national and international sources, through writing proposals in line with the fund raising plan and budgeted targets
- To build relationships with donors / funders to promote continual support
- Oversee the planning, implementing and finalizing of projects and activities in accordance with donor specifications

Key Performance Areas:

1. Fund raising planning
 - Develop fundraising plans that link to the focus and time frame of the strategic plan
 - Meet with CEO & Finance manager to set fund raising targets in line with the budget deficit
 - Meet with Management Team to determine capital requirements
 - Provide quarterly reports on progress to targets
2. Donors and CSI
 - Research potential donors
 - Maintain records on donors and potential donors
 - Develop templates for letter of enquiry and full proposals
 - Develop individualized funding proposals
 - Meet with Divisional managers to ensure funding proposals fit with current operations
 - Follow up on proposals and donors
 - Build donor relationships
 - Ensure funding is spent according to grant agreements

3. Financial administration linked to fund raising
 - Ensure donor reporting is accurate and submitted on time in respect of statistics, narrative and finances
 - Facilitate donors receiving Section 18A certificates
4. Marketing
 - Develop and implement an annual marketing plan
 - Co-ordinate development of annual report
 - Ensure continuity in the Bethesda brand
 - Enhance brand through social media
 - Liaison with local print media
5. Administration and Management
 - Monthly report to Board and Management
 - Assist with policy writing
 - Identify risks
 - Attend training relevant to your post.

How to apply:

Please send all of the following by 20th October 2018.

1. Application letter motivating your suitability to the post – please state if you would like a part time or full time post and your salary requirement.
2. Curriculum vitae
3. Contact details of 2 references
4. Available start date
5. Salary requirement
6. Copy of ID (if not a SA Citizen – also include a copy of your work permit)
7. Copy of Drivers' license

- ❖ Applications should be sent to bpm092018@gmail.com
- ❖ Please do not make contact with the Management or Board of Bethesda Hospice, all queries should be addressed to through email.