



## Fundraiser for the Butterfly Art Project

### The position

For more than a decade Butterfly Art Project (BAP) has been funded by various foundations and private donors: <https://www.butterflyartproject.org/oursupporters>

All the organisation's fundraising and resource mobilisation has been done by the Managing Director supported by members of the management team. The organisation is creating this new position to have a dedicated fundraiser that will work towards the funding ambitions of the Butterfly Art Project. The Fundraiser will work closely with the Managing Director, jointly aiming to raise 5 million ZAR per annum.

BAP needs a passionate, dynamic and self-motivated professional who can assist with the design and implementation of the organisation's fundraising strategy. The purpose of the position is to administer, coordinate and support all fundraising and income generation activities.

The day to day work will include prospecting research, administrative fundraising support, setting up of meetings with donors and funders and keeping databases and dashboards up to date.

More concretely, the fundraiser will:

- Manage and track donor information, and develop (in collaboration with the Managing Director) a stewardship program aimed at cultivating deeper ties with donors
- Coordinate and track all resource mobilisation activities
- Work with the organisation's management to build relationships with foundations, corporations, and individual donors
- Draft funding proposals, budgets and pitch documents
- Work with BAP's communications agency to execute social media fundraising campaigns, develop supporter newsletters, and maximise communication and visibility potential
- Research global fundraising trends and assist with the development of fundraising strategies
- Keep the organisation up-to-date on changing donor priorities and identify new funding opportunities
- Regularly monitor donor websites and identify investor opportunities
- Suggest innovative ideas for effective resource mobilisation and income generation
- Administer electronic databases
- Coordinate donor reporting requirements

### The ideal candidate for the position

Must have a keen interest in community development and art is a must, along with excellent writing, editing and interpersonal communications skills. Has a good understanding of the funding landscape in South Africa and globally. Has knowledge of various types of fundraising and resource mobilisation strategies for NGOs. Sees themselves pursuing a career in the NGO-sector. Is responsive and communicates clearly and effectively, whether in one-on-one conversations with team members or writing emails and proposals. Be well-organised and meticulous with data capturing and information management. Has a minimum of 5 years' experience in fundraising.

Butterfly Art Project at Capricorn Primary School • Vrygrond Avenue 1115 • Vrygrond 7945 • Cape Town • South Africa

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### **Qualifications**

- Undergraduate degree
- Recognised Degree in marketing, communications, or fundraising-linked study
- Minimum short courses in resource mobilization, social media etc.

### **Licenses**

- Valid driver's license
- Police clearance certificate

### **Specific skills**

- Brilliant communications skills in English (written and verbal)
- Excellent organisational and time management skills, with the ability to multi-task
- Excellent intercultural skills
- Proficient knowledge and demonstrated skills in Microsoft Office software 365, internet-based applications and required social media sites
- Highly-motivated, confident communicator with the ability to manage relationships
- Ability to analyse data and package it succinctly
- The ability to work both as part of a team and independently, using own initiative
- Understanding of South Africa's financial and social landscape
- Experience in working with challenging targets and deadlines

### **Personal characteristics**

- Reflects and adjusts appropriately to lessons learned
- A creative, pro-active and energetic attitude with the ability to identify and seize opportunities
- Believes that diversity is a strength
- Good problem-solving ability
- Values generosity
- Committed to change/s
- Values creativity and believes in the healing qualities of art

This position will be based in Cape Town. The Butterfly Art Project pays market-related remuneration and stipends. We are looking for a long-term working relationship on a contract basis of maximum 20 hours per week.

Please email your motivation letter, CV, and copies of other required documents to [angela@butterflyartproject.org](mailto:angela@butterflyartproject.org) before 8.12.2021.