



JOB TITLE: Fundraising & Partnership Manager

We are seeking a talented individual to join the Anza team in the role of fundraising and partnership manager. You will be pivotal in supporting our mission by developing and implementing effective fundraising strategies to secure funds. You will work closely with the Management team to cultivate relationships with donors, manage fundraising campaigns, and contribute to the financial sustainability of our organization.

General Duties

Fundraising Strategy

1. Create comprehensive fundraising strategies and plans to achieve the organization's financial goals.
2. Identify potential funding sources and design targeted approaches for each. Build and maintain strong relationships with existing and potential donors, including individuals, corporations, foundations, and government agencies.
3. Develop and implement donor cultivation strategies to enhance donor engagement and retention.
4. Conduct research to identify potential individual and institutional donors.

5. Gather information on their philanthropic interests, giving capacity, and connections to the organization's mission to inform fundraising strategies.

6. Develop compelling cases for support and fundraising appeals to engage and inspire donors

7. Utilize various fundraising channels, such as direct mail, online campaigns, and events to maximize revenue generation.

8. Track fundraising progress, prepare regular reports, and present fundraising updates to the executive team and board of directors. Monitor and analyze fundraising metrics to identify areas for improvement and adjust strategies accordingly.

Grant writing and Proposal Development

9. Research and identify grant opportunities relevant to Anza's mission and programs

10. Prepare compelling grant proposals, applications, and solicitation materials to secure funding from foundations, corporations, and government entities. Conduct thorough research to identify relevant funding opportunities and align them with organizational priorities.

Relationship Management

12. Maintain accurate donor records and track fundraising progress using CRM software (we use PipeDrive)

13. Implement effective donor stewardship strategies to recognize and acknowledge contributions. Regularly communicate with donors, provide updates on the organization's impact, and express gratitude for their support

14. Manage bi-weekly fundraising meetings with management (preparation, agenda, follow-up and updates)

15. Continuously monitor and evaluate fundraising activities, taking corrective action or enhancing them when necessary

16. Work closely with the executive team, program managers, and board members to align fundraising efforts with organizational priorities. Collaborate with internal stakeholders to gather data and stories that demonstrate the organization's impact

17. Prepare fundraising reports/updates for committee meetings

Qualifications and Experience

1. Proven ability to meet or exceed fundraising targets and deliver measurable results. Goal-oriented mindset with a focus on achieving outcomes within set timelines.

2. Strong written and verbal communication skills.

3. Excellent interpersonal and relationship-building abilities.

4. Demonstrated success in developing and implementing fundraising strategies.

5. Proficiency in grant writing and proposal development.

6. Ability to work independently, manage multiple priorities, and meet deadlines.

APPLY HERE

DEADLINE: 18TH MARCH 2024