

INCLUDING ALL INDIVIDUALS WITH INTELLECTUAL DISABILITIES!!

11th January 2021

VACANCY – Fundraising and Communications Officer

Down Syndrome South Africa seeks to employ a Fundraiser and Communications Officer to work at our National office based in Centurion, Tshwane to start ASAP. The position requires a dynamic, energetic, motivated person who is decisive, has initiative and drive and the ability to build successful and sustainable relationships with Donors.

The key responsibilities and outputs will be:

Fundraising and Donor management

- Develop a marketing strategy in line with the organisation's objectives;
- Create and write compelling proposals to retain and inspire new donors as per strategic plan both nationally and internationally;
- Maximize funding initiatives through individuals, corporates, trusts and foundations;
- Presentations to corporates/companies/organisations and support groups profiling the the organisation and its beneficiaries;
- Co-ordinate fundraising events;
- Regular project feedback and reports to donors;
- Responsible for the maintenance of donor database ensuring they are accurate and up to date;
- Working closely with the National Executive Director and other necessary staff to ensure the correct allocation of donor funding and project implementation;
- Position **DSSA** for sustainability and development of new opportunities.

Communications

- Responsible for managing and co-ordination of all media platforms on various awareness programmes and campaigns;
- Work directly with the media especially around Awareness days (World Down Syndrome Day and National Down Syndrome Day);
- Establish and update media base;
- Update and maintain website and Social sites;
- Responsible for DSSA's quarterly newsletter.

Administrative Duties

- General administrative duties such as filing, answering phones and emails;
- Respond to requests for assistance and support.

Strategic planning

- Work closely with the National Executive Committee to ensure governance and policy documents are updated annually;
- Regularly review strategic planning and development in consultation with National Executive Director;
- Ensure that strategy and other initiatives is aligned with the organisation's vision and mission and rolled out in such a manner.

Our members: DSA Amathole, Free State DSA, DSA Kwa-Zulu Natal, Port Elizabeth DSA, DSA Pretoria/Tshwane, DSA Western Cape, DSA Support Cape, Intathakusa Support Group Emalahleni

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In addition to the above further responsibilities will be:

- (2) A good understanding of the various governmental departments and ability to interact with them promoting DSSA and disability issues relating to Down syndrome and other intellectual disabilities;
- (3) Ability to communicate and function effectively in a multilingual/cultural environment;
- (4) Ability to represent and grow the organization at national, continental and international level.

Recommended Skills Requirements:

- Matric, tertiary education an advantage;
- Good working knowledge of NGO governance and organisation policies;
- Experience in the NGO disability sector and knowledge and understanding of Down syndrome and other intellectual disabilities, community development, as well as business experience, will serve as strong recommendations.
- An excellent command of the English language, both written and spoken and impeccable communication skills;
- Excellent interpersonal skills;
- Entrepreneurial and marketing skills;
- Strong computer and internet research skills;
- Strong social media skills;
- Excellent presentation skills;
- Ability to manage confidential information in an appropriate manner;
- A proven track record.

Notes:

- The successful candidate will be subject to the completion of an annual renewable performance agreement;
- He/she must be willing to travel nationally to visit (monitor and evaluate) Associations/support groups and outreaches and must have a valid Code B (08) driver's licence;
- Checking of references and verification of qualifications and driver's licence will be part of the selection process;
- Candidate should be open to a Police Clearance check;
- Candidates will be expected to be available for interviews at a place and time as determined by the National Executive Committee of **DSSA**.

You will be required to work Mondays to Fridays based in Centurion. Salary negotiable.

Interested persons should forward their CV to: Ancella Ramjas, National Executive Director dssa.ned@icon.co.za before close of office on Friday 29th January 2021.

Those who qualify for an interview will be contacted and a date and time will be set up ASAP. Should you not receive any communication from us regarding this position two weeks from close of application, please note that you have not qualified for an interview and will not be contacted.

Thank You

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