

VACANCY: Cape Mental Health (NPO):

Donor Development Department Manager



JOB DESCRIPTION

Cape Mental Health is a registered non-profit organisation, situated in Observatory (Cape Town) that offers a comprehensive mental health service in the Western Cape. We want to appoint a motivated, creative, dynamic and experienced Donor Development Department Manager in a 12-month contract to manage the organisation's diverse income streams and bring on board new funding income.

WE WELCOME APPLICANTS WHO

- appreciate our organisation's identity, brand and key objectives and respects diversity
- have proven donor and staff management experience
- have a portfolio of evidence of donor income generation
- have exceptional report/proposal writing and funding application skills both online and traditional
- have first-rate planning, administration, and coordination skills
- can communicate effectively with all stakeholders
- anticipate the organisation's funding needs, discern work priorities, and meet deadlines
- have extensive budgeting experience and skills
- can maintain and manage databases and multimedia content

SPECIFIC REQUIREMENTS

- Must be Cape Town based and familiar with the greater Cape Town area
- Possess a relevant tertiary qualification and a proven track record
- Minimum of 8 years' successful donor & fundraising co-ordination and management
- Proficiency in the MS Office Suite – Outlook, Word, Excel, and PowerPoint, as well as CANVA
- Experience in fundraising, events, bequests and online fundraising
- Knowledge of current legislation governing fundraising and special events
- Possess a valid manual driver's license (own transport a recommendation)

SUBMISSION CRITERIA

- A succinct motivation letter addressing ALL specific requirements in the advertisement
- An indication of your expected salary bracket for a 40-hour week
- An updated, customised 3-page CV relevant to the job requirements advertised
- Proof of a valid manual driver's licence (code B, formerly code 8)
- Three recent, contactable referees
- Availability (date you can start after completing your current notice period)

PLEASE NOTE:

- All supporting documents should be in PDF format. We will not consider incomplete applications or applications that do not meet the above criteria.
- Please note that the personal information you disclose will be processed in line with the requirements set out in the POPI Act.
- Only shortlisted candidates will be contacted. If you do not receive a direct response, please consider your application unsuccessful.
- Cape Mental Health reserves the right not to appoint, make an appointment at a different level or seek additional candidates.

Submit your comprehensive application to: ingrid.daniels@cmh.org.za.

Closing date & time: Wednesday, 14 May 2025 at 4.00pm