

The University of KwaZulu-Natal is committed to employment equity

**SENIOR DEVELOPMENT OFFICER: GAUTENG
(GRADE 7)
(5 YEAR FIXED TERM APPOINTMENT)
UKZN FOUNDATION
HOWARD COLLEGE CAMPUS**

REFERENCE NUMBER.:RO16/2010

The responsibility of the University of KwaZulu-Natal Foundation is to raise and administer funds for the institutional advancement of the University of KwaZulu-Natal. The UKZN Foundation has its Head Office on the Howard College Campus in Durban, and an additional office in Gauteng.

The Senior Development Officer: Gauteng will ideally be a mature individual with extensive experience in prospect identification, donor solicitation, campaign planning and fundraising. He or she should have high level oral and written communication skills, and the attributes necessary to work independently in Gauteng. He/she would be expected to work from a home office, for which a modest rent will be paid. Knowledge of and prior work experience within the higher education sector would be a distinct advantage.

The successful candidate's primary functions will be three-fold: 1) fundraising and development activities with certain South African grant-makers based in Gauteng; 2) maintaining and developing new relationships within the South African grant-making sector in Gauteng; and 3) raising funds for key initiatives at the University of KwaZulu-Natal.

Minimum Requirements:

The essential requirements are:

- A degree with three years' appropriate experience in fundraising in South Africa or elsewhere OR five years appropriate experience in a related position.
- A valid driver's licence and reliable vehicle.
- Extensive prior experience in fundraising and development.
- Evidence of success in raising funds.

Experience in fundraising in *the higher education sector* would be a distinct advantage.

Key responsibilities will include:

- Presenting the University to, and building its network among, key South Africa grant-makers.
- Participating proactively in the University's fundraising and development activities and initiatives.
- Interacting with and soliciting funding from grant-makers to support the strategic initiatives of the University.
- Implementing existing and developing strategies for donor identification and solicitation and the creation of new partnerships on behalf of the University.

Additional Requirements:

- Ability to work independently
- Meticulous administration
- Belief in the higher education system
- Highly developed emotional intelligence
- A wide range of contacts in the grant-making world

The remuneration package offered will be dependent on the qualifications and/or experience of the successful applicant.

The closing date for receipt of applications is 16 April 2010.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za. Completed forms may be sent to recruitment1@ukzn.ac.za. Please state the advert reference number in your subject line.