



JOB VACANCY: FUNDRAISING & SPONSORSHIP MANAGER

OVERVIEW OF POSITION:

Camps Bay High School seeks to employ a Fundraising & Sponsorship Manager to assist the school with meeting short and long term financial goals through fundraising for school projects, sponsorship of branding and school events and selling the event venues to individuals, corporates and film production companies.

RESPONSIBILITIES:

- Raising funds to meet and surpass fundraising targets.
- Developing fundraising/donor strategy and events and campaigns that lead to donations and meet the school requirements.
- Identifying and exploring the donor pools including current parents, past pupils, past parents, local business and suppliers.
- Research potential donors and maintain relationships with sponsors and donors.
- Promoting the school venues as function, event and film location sites to potential event organisers and film companies.
- Database management of relevant databases including past and current parents, communications contacts and Alumni (through Alumnet).
- Administer the complete process of income related to fundraising and sponsorship endeavours including quotations, invoicing and payment process.

REQUIREMENTS:

- Tertiary Degree/Diploma.
- Strong sales skills.
- Experience in Fundraising/Sales/Sponsorship.
- Excellent written and verbal communication skills as well as networking skills.
- The ability to work independently and as a member of a team.
- The ability to perform under pressure, possessing exceptional organisational and presentation skills.
- An understanding of print and social media and running Direct Marketing campaigns.
- Database management skills.
- An understanding of the education environment.

Remuneration will be based on a basic monthly salary and bonuses on meeting and exceeding fundraising and sponsorship targets set by the school.

EMAIL APPLICATIONS TO: recruitment@campsbayhigh.co.za
CLOSING DATE: 18 JULY 2022

If you have not heard from us by 26 July 2022, regard your application as unsuccessful.

