

VACANCY ADVERTISEMENT

Institution	George Whitefield College (GWC)
Location	Muizenberg, Cape Town
Job Title	MAJOR GIFTS OFFICER
Closing Date	6 December 2024
Starting Date	As soon as possible, but negotiable
Work Hours	Given the nature of the work required, work hours may need to be very flexible, but roughly equal to 8 hours per work day.
Travel	Be willing and able to travel for short periods - domestic and internationally

CONTEXT

A position is available for a Major Gifts Officer who has a track record of excellent delivery in the **non-profit sector or similar**, and who has a **passion for finding and nurturing Gospel-minded partners**. The successful candidate will share the College's theological standpoints, as well as the vision of expanding and building theological training within the African context.

THE COLLEGE

GWC is an evangelical theological college based in Muizenberg, a suburb on the False Bay coast of Cape Town. GWC equips men and women for Christian ministry in Africa through the following qualifications in theology:

- Higher Certificate in Theology (NQF 5)
- Bachelor of Theology (NQF 7)
- Bachelor of Theology Honours (NQF 8)
- Master of Theology (coursework) (NQF 9)
- Master of Theology (research) (NQF 9)

In addition, GWC offers various non-credit bearing learning options in Short Courses and a distance learning course called Explore. Through Explore, GWC engages in theological training in various African countries.

GWC is the official training institution for the [Reformed Evangelical Anglican Church of South Africa](#) (REACH SA).

GWC has +/-120 full-time students enrolled in our accredited study options each year, with many students and some of their families living on campus in our student residences. Half of GWC's students come to GWC from outside of South Africa.

THE POSITION

As Major Gifts Officer, you will need a clear understanding of all the College's operations and especially of its mission, vision and strategic objectives. You will work closely with the Principal, who **spearheads fundraising, and alongside other Fundraisers and the Strategic Development and Brand Building Team**. This position is a critical role as the College evolves and re-shapes its fundraising strategies and seeks to deploy resources to

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maximise impact across partners and potential donors. Thus there is a **strong emphasis on relationship management and development with a variety of stakeholders, in a cross-cultural environment.**

KEY RESULT AREAS – OUTPUTS

The incumbent will undertake a range of functions from those set out below, but the focus areas at any point in time will be dependent on the strategies being followed at a particular time

- **Fundraising and resource mobilisation strategy :**

Participate in developing the above, with the rest of the team

Take responsibility for the fundraising areas assigned and develop detailed draft plans for these

Once approved, finalise the detailed plans for implementation, contract others' involvement

- **Research and proposals :**

Within your donor area, research and develop a pipeline of major gift prospects interested in funding theological training across the African continent

Draft and deliver proposals for funding and attend meetings with the College's fundraising and other leaders (where appropriate) to lead on fundraising asks.

- **Donor relations :**

Proactively approach and build relationships with contacts

Develop and build relationships with high value prospects

Develop relationships with external partners and networks and ensure that any new networks are identified to maximise fundraising opportunities

Develop fundraising materials where appropriate, such as Cases for Funding, etc.

Provide effective customer care, ensuring all donations are thanked at the appropriate level

- **Record keeping and reporting :**

Work with the support team to ensure that Salesforce is accurately kept up-to-date by meticulous recording of data relating to fundraising

Lead management, responding to enquiries by phone and email, ensuring contacts are followed up in a timely manner and recorded

Manage donor contacts and communications through the CRM and ensure records are maintained and kept up to date

Produce regular reports on progress and targets

- **Other areas :**

Assist with special events design and participate as contracted

Participate in promoting fundraising activities as requested

Willing to handle some minor public speaking requirements where needed

Carry out other tasks consistent with the general remit of the post as and when required

PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Excellent communication skills, creativity and the ability to develop compelling written and verbal narrative to inspire people to donate and partner

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- Passionate about building relationships, socially confident at all levels
- Track record of strong planning and organising skills
- Be a strong team player, yet able to work independently and to be self-driven
- Be a committed Christian and be active in a local church
- Be very comfortable in a multi-cultural environment
- Ability to cope under pressure and manage personal stress effectively
- Able to hold confidential information

QUALIFICATIONS AND EXPERIENCE

- At least a Bachelor's Degree in an appropriate field of study (Marketing, Commerce / Business or similar). Theological education will be an advantage
- 5 or more years' experience in a senior fundraising position in a non-profit fundraising environment or similar
- Familiarity with multi-channel fundraising
- Experience with a CRM tool, preferably Salesforce
- Experience with presentations and public speaking
- Advanced MS Skills (Word, Excel, Powerpoint), internet and on-line working skills
- Marketing skills and experience would be a distinct advantage
- Experience in a multi-cultural environment will be a distinct advantage

BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making / thinking skills
- Planning and organizing
- Building relationships
- Gaining commitment
- Initiating action / ownership
- Stress tolerance
- Tenacity
- Teamwork

REMUNERATION

Subject to negotiation. Remuneration package commensurate with qualifications, experience and the College remuneration model

APPLICATION PROCESS

GWC welcomes applications from all suitable candidates. In line with the organization's transformation objectives, applications from designated groups are especially encouraged.

Please send CV and application letter to mdefreitas@gwc.ac.za

The College reserves the right not to make an appointment should a suitable candidate not be found.