

# SOUTH AFRICAN NATIONAL ZAKAH FUND

**Vacancy: Fundraising Officer**

**Location: Athlone, Cape Town Western Cape**

**Department: Income Department**

SANZAF



*changing lives through  
development and relief*

[sanzaf.org.za](http://sanzaf.org.za)

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The South African National Zakah Fund (SANZAF) is a leading faith-based, socio-welfare and educational organisation in Southern Africa that strives to facilitate the empowerment of needy families through efficient collection and effective distribution of Zakah and other Sadaqat in a proactive and cost effective way with dignity, sincerity and a shared responsibility.

A vacancy exists in the Income department for a Fundraising Officer to take responsibility for fundraising and implementing fundraising strategies, explore new funding opportunities and manage donor relationships.

## Job Function

- Research potential donors across various sectors, i.e. private, business, corporate, government, international AID agencies and find opportunities to raise funds for SANZAF.
- Identify and cultivate prospective donors; new, potential corporates and individual donors.
- Manage and build donor relationship - develop and nurture relationships with key stakeholders on behalf of SANZAF.
- Seek out networking opportunities: events, workshops/seminars and focus groups to raise awareness of SANZAF's Income initiatives and gain support.
- Set-up donor database
- Manage and keep donor database up to date
- Draft and present tailored funding proposals in consultation with SANZAF Income HOD & General Manager.
- Implement projects and initiatives to ensure all Income Office targets are met.
- Continuously improve the effectiveness of SANZAF's existing income initiatives and projects.
- Work in conjunction with Distribution, Marketing and Finance to ensure alignment of efforts across the organisation.
- Prepare internal reports (Income reports and Post-Event reports)
- Establish communication channels with projects managers to ensure consolidated efforts across the organisation.

- Engage with NGO platforms (local and international) to keep up with trend and industry best practices.
- Stay abreast with donor behaviour and patterns.
- Compile a library of SANZAF's key achievements, awards, recognitions (local and international) for inclusion in funding proposals.

### **Qualifications**

- Minimum Tertiary qualification, preferably in Business management
- Minimum 5 year's working experience
- Understanding of the Principles of Zakah, Sadaqah, Fitrah, Fidyah, Lillah
- Understanding of NGO environment
- Proven Fundraising experience
- Good command of the English Language
- Computer Literacy
- Advanced level of numeracy and budgeting skills
- Driver's Licence

### **Attributes**

- Must be able to think strategically
- Must have good communication skills (written & verbal, i.e. presentation skills)
- Must have good report-writing skills
- Must be well organised with attention to detail
- Must be strong on networking
- Must be able to plan and implement fundraising initiatives
- Must be able to cope with competing priorities
- Must have Donor relationship management skills
- Must have strong interpersonal skills
- Must have personal selling skills
- Must be able to motivate others
- Must be flexible and adaptable to changing environment (internal & external)
- Must be a self-starter and independent worker

Please forward CV together with testimonials and a proven case study of a successful fundraising programme to: Shireen Kamaldien – [shireen.kamaldien@sanzaf.org.za](mailto:shireen.kamaldien@sanzaf.org.za) by no later than 20 June 2018

### **Remuneration**

Details of the package will be discussed with shortlisted candidates.

### **Location**

Cape Town, South Africa.