



Greenpop

JOIN THE TREEVOLUTION

THE GREENPOP FOUNDATION NPC

CAPE TOWN OFFICE

62 ROELAND STREET

8001

CAPE TOWN

Junior Fundraising Manager | The Greenpop Foundation

Purpose of the role:

This is an exciting opportunity for a dynamic person with skills in relationship management, fundraising, administration, and donor communications to join the Greenpop team.

Greenpop works to restore ecosystems and empower environmental stewards through reforestation, urban greening, sustainable development, and environmental art projects across Sub-Saharan Africa. Greenpop was founded in 2010 and has since planted over 115,000 trees and inspired over 132,000 active citizens across South Africa, Zambia, Malawi, and Tanzania.

Greenpop's work is funded through contributions from individuals, organisations, and foundations. The Junior Fundraising Manager will work with the Fundraising and Communications team to manage current donors and attract new donors to support Greenpop's work.

Our ideal candidate is interested in gaining experience in the non-profit and environmental sectors and has a strong foundation in administration and communication. The candidate must be able to adapt to the changing fundraising needs and requirements of the non-profit sector. This role is ideal for an individual interested in building a career in NGO management and fundraising.

Core Responsibilities:

- Managing administrative queries from donors (Invoicing, Tax Certificates etc.)
- Managing the donor relationship management process alongside the Partnerships Manager, to ensure value for all partners
- Supporting the Fundraising and Communications team with the planning and implementation of fundraising campaigns
- Writing proposals for potential donors
- Compiling monthly reports on fundraising performance

Experience & Skills:

- At least 2 years of work experience in related fundraising or administrative roles
- Well-developed writing (particularly proposal writing) and communication skills
- Experience in using excel or google sheets for data management
- Experience in financial administration eg. invoicing, Xero (Not required, but advantageous)
- A creative mind and a flexible attitude
- Excellent organisational skills
- Ability to work independently and collaboratively in a team
- Goal and detail-oriented



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Other requirements:

- Valid South African ID or valid work permit if not South African
- Based in (or willing to relocate to) Cape Town
- Able to travel and work outside normal working hours when necessary for projects and events
- Valid drivers license and own transport
- Knowledge of google drive

Start date:

As soon as possible, ideally no later than 1 April 2020 but we can be flexible.

Remuneration:

Negotiable depending on experience – the range is between R10 000 - R15 000 per month.

Please note that Greenpop is a small/medium non-profit organisation. The salary will not be able to compete with similar roles in more established organisations (but the excitement certainly will and then some). However, we believe we have room for growth and are looking for someone who is keen to grow with us in the long term.