Resource Mobilization & Development Officer
Durban, South Africa

Job Advertisement

Durban has been selected to host the 21st International AIDS Conference (AIDS 2016). The biennial International AIDS Conference is the premier gathering for those working in the field of HIV, as well as policymakers, people living with HIV and others committed to ending the epidemic. The International AIDS Conference is the largest international meeting on a single health issue, where every two years between 15,000 - 18,000 participants representing all stakeholders in the global response to HIV meet to assess progress and identify future priorities. With more than 1,500 international journalists expected to attend, the conference is the single most widely-covered HIV event in the world.

The International AIDS Society (IAS), the world’s leading independent association of professionals working in HIV, with more than 12,000 members across 183 countries, will organize AIDS 2016 in collaboration with international and local partners.

More information on AIDS 2016 can be found at www.aids2016.org.

Details of Employment:

The Resource Mobilization & Development Officer will be based in Durban, South Africa and report to the Director, Resource Mobilization & Development. The position is full-time and will last 14.5 months from 8th June 2015 until 31st August 2016.

Purpose of the Position:

The incumbent will be responsible for assisting in the overall development and implementation of the fundraising strategy for AIDS 2016, with a particular focus on raising additional revenue from South African and regional donors and sponsors.

The successful candidate must have proven abilities as a fundraiser, ideally in the public health sector. This is a great opportunity for a self-starting and enthusiastic fundraising professional to contribute his/her strong skills in identifying partnership opportunities, fostering relationships, and translating opportunities into revenue streams, to help maximize donor and sponsor interest and partnerships for AIDS 2016 in South Africa.

Main Responsibilities:

- Work with the Head of IAS’ local office, the Director for Resource Mobilization and Development and other colleagues to identify new donors among domestic and regional foundations, corporations, and high-net-worth individuals and cultivate relationships with existing partners to support the AIDS 2016;
- Support global fundraising for AIDS 2016 by cultivating relationships with local offices of global public and private sector partners and through inputs into proposals and other relevant documents;
- Develop presentations, project proposals, concept notes and agreements, with input – where required – from IAS project managers;
- Support the design, implementation and management of fundraising campaigns;
- Assist in developing a corporate sponsor recognition package;
- Arrange, document and follow up on meetings;
- Contribute to donor reporting post-AIDS 2016.
Academic Qualifications:
- Required: A degree in international relations, public relations, marketing and sales, social science, political sciences or a related field;

Work Experience:
- Minimum 3-5 years’ experience in fundraising and business development in South Africa and demonstrated financial success are essential;
- Corporate, foundation, and/or non-profit organization experience would be an asset;
- Experience in the public health sector and with major conferences would be an asset.

Skills/Competencies:
- Excellent communication skills and ability to motivate commitment in clients and colleagues;
- Excellent proposal and report writing skills;
- Ability to effectively organize and prioritize work and deliver to tight deadlines;
- Good team player;
- Driver’s license and ability to travel extensively;
- Knowledge of HIV/AIDS and global health issues an asset.

Languages:
- Strong and demonstrated English language communication skills both written and oral are essential for this position;
- Knowledge of other South African languages is a plus.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Thursday 2nd April 2015.

Only candidates from South Africa or those who already have a valid South African working permit will be considered.

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. People living with HIV are strongly encouraged to apply.