

CHOC CHILDHOOD CANCER FOUNDATION SOUTH AFRICA

POSITION: CHOC COWS PROGRAMME COORDINATOR

BASE AND COVERAGE: Based at the CHOC NATIONAL OFFICE (HO) with national coverage

REPORTS TO: Primarily to the COW COMMITTEE CHAIRPERSON, secondly to the CHOC CEO

MAIN PURPOSE: To raise funds for CHOC through the coordination and management of donors who participate as Cows in various sporting events country-wide.

KPA – General and Fundraising:

- To nurture and expand existing relationships and fundraising opportunities relating to sporting / Cow events, and to ensure that these relationships / opportunities are effectively managed and maintained.
- To identify and open up new sporting events The Cows can participate in.
- To manage relationships with donors (Cows and Cow Teams) and other key stakeholders (such as sporting associations).
- To expand The Cows nationally, ensuring that wherever Cows may be in the country they feel part of The Cows and are fully supported.
- To establish stable and comprehensive administrative and communication processes for The Cows nationally.
- Develop fundraising requests and reports in line with sponsor requirements.
- Provide feedback to:
 - The Cow Committee on an ad hoc basis;
 - The Cow Working Committee and the CEO who meet on a monthly basis; and
 - CHOC, via the CEO.
- To promote and market CHOC and The Cows through various channels and activities (including through the media, social media, newsletters and promotional events).
- To oversee the input and management of data on the CRM database.
- To ensure that there are no unnecessary impediments to a positive relationship between CHOC and The Cows.

KPA - Events and Campaigns:

- The planning and implementation of high return fundraising events for The Cows.
- Participation of The Cows in national CHOC campaigns - at a national and regional level as applicable.
- Effective and efficient coordination, financial and other management of all Cow functions.

KPA - Donor Care and Communications:

- Prepare The Cows newsletters and other communication pieces to be distributed, as agreed with The Cow Working Committee or The Cow Chair in co-ordination as required with the CEO and/or BDU Manager.
- To ensure that all Cow Communication channels and platforms, including the website, Facebook, Twitter etc. are maintained and have updated content at all times.
- Ensure all donations are acknowledged and thanked within 48 hours of receipt.
- To effectively manage public relations matters relating to The Cows, including but not only, press releases, interviews and regular communications (such as e-mails).
- Internal communication - to keep The Cows informed of relevant CHOC information and news and (vice versa) to keep CHOC informed of relevant Cow information and news.
- The management of the various donation portals (GivenGain, other online funding platforms, Snapscan, etc).

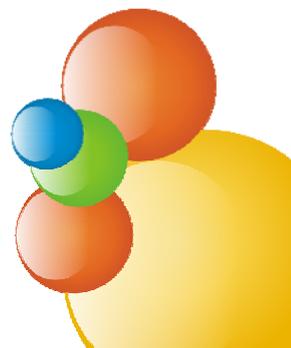
KPA - Administration:

- Liaison, tracking and coordination of all Cows and Cow Teams.
- To ensure that the “Cow stampede” report is updated on a regular basis.
- To participate and provide feedback at all Cow Committee and Cow Working Committee meetings.
- To work collaboratively with the CEO and BDU Manager to ensure that marketing materials appropriately address the purpose of CHOC and The Cows.
- Responsible for the management and oversight of The Cows merchandise and kit, including ordering, sourcing preferential suppliers, stock taking and distribution.

THE MINIMUM REQUIREMENTS FOR THE POST ARE:

Qualification:

Grade 12 and a diploma or degree. A degree/diploma in marketing or related qualification related to event management or project management, is preferred.



Experience:

It's essential that the applicant has a proven track-record in event management, preferably in raising funds from sporting events and/or from corporates; with a minimum of 5 years such experience.

Must have an understanding of sporting events, sporting culture and preferably be the type of person who participates in sports events on a regular basis.

Experience in written communication, such as marketing proposals, newsletters and the like. Needs to have very good writing and general communication skills (in English).

Essential skills, attributes and abilities:

An understanding of and connection to The Cows ethos and "culture".

Able to work with figures and do reports that include figures.

High level computer literacy – in particular Excel, Word, Powerpoint and a database application (CRM).

Good people interaction skills.

Attention to detail.

Excellent general organising skills.

Ability to work under pressure, and willing to work after hours when required.

Ability to function smoothly under strict deadlines and shifting priorities.

A team player who also works well independently.

Preferences:

In addition to the above minimum requirements, the following are distinct advantages:

Excellent verbal communication skills.

An understanding of the NGO sector and the fundraising sector is an advantage.

Well networked and the ability to network.

Fluency in one of the other of South Africa's 11 official languages (i.e. in addition to English).

Good analytical skills.

Salary in the range of R312 000- R336 000 per annum, pension fund and medical aid benefits.

To apply submit your CV with the names and contact details of at least two recent referees to reach **vacancies@choc.org.za** no later than **31st October 2018**:

If you have not received a response by close of business **16th November 2018** consider your application unsuccessful.

