**VACANCY ANNOUNCMENT**

**Position title**: Individual Giving Officer (IGO)

**Working location** : National Office, Windhoek

**Supervisor**: Head of Fundraising & Communications (FDC)

**POSITION SUMMARY:**

Provide a Lead on all individuals giving activities to fund the relevant programmes, investments and costs of the Member Association.

**Key performance areas:**

* Develop and implement the individual fundraising strategy to reach annual Individual givers target
* Develop and maintain a strategic mix of products (committed giving, single/sporadic gifts, merchandising, etc., channels, direct mail, face2face, telemarketing, digital, mass media, legacy, events and major donors)
* Network and position SOS Children’s Villages Namibia brand according to the brand vision, mission and values
* Monitor, evaluate and analyse the actual results (vs. the targets) and the competitor activities.
* Accurate and timely reporting to donors by implementing a targeted communications campaign
* Develop, implement and review a retention strategy to maximise life-time value
* Apply database management in form of donor relationship management principles and donor segmentation for acquisition and retention activities.

**Main responsibilities:**

* Individual - Giving Fundraising Strategy
* Project Management
* Financial Management
* Strategic Relationship Management
* People Management and Development

# COMPETENCIES AND CRITERIA

* A Degree in marketing, sales, media (NQA 7) or any appropriate qualification linked to the relevant experience
* 2-3 years verified experience and results in the field of direct marketing (especially face-to-face, and or telemarketing) fundraising or sales
* Verified experience and results in leading a team that focus on sales or individual engagements
* Interaction skills
* Conflict Resolution

**Skills (Key technical skills required):**

* Strong management / leadership abilities
* Good written and spoken English skills
* Good MS Office commands (Word, Power Point, especially Excel)
* Positive working attitude and ability to work under pressure
* Highly organised, result-oriented, proactive and reliable
* Peoples skills; the ability to approach strangers in the effort to benefit SOS Children’s programs

**Additional Requirements**

* As this position is one of Business Development, your application should be in the form of a **Proposal** to SOS Children‘s Villages Namibia, outlining your value proposition to us. The format, content and length of the proposal is entirely at your discretion.
* In order to be considered for the position, we will be looking to understand who you are, what you plan to do and how you plan to do it, with evidence of your skills to do so.
* **Please note**: Failure to follow these instructions may invalidate your application.

# Interested persons should send their detailed CV’s with three (3) contactable references and supporting

**documentation to Magret Kamati at** [**recruitment.hr@sos-namibia.org**](mailto:recruitment.hr@sos-namibia.org) **you must request for full job description**

**Kindly note that only shortlisted candidates will be contacted for interviews.**

**CLOSING DATE: 03 March 2023**

**SOS Children’s Villages Namibia is an equal opportunity employer. Racially disadvantaged persons and persons living with disabilities are encouraged to apply.**