

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

EXECUTIVE MANAGEMENT VACANCY

For more information regarding the University profile please visit our website and feel free to interact with us: <http://www.ukzn.ac.za>

EXECUTIVE DIRECTOR

FIVE (5) YEAR FIXED-TERM APPOINTMENT

UNIVERSITY OF KWAZULU-NATAL FOUNDATION

REFERENCE NO: UKZNF 01/2024

The University of KwaZulu-Natal Foundation is an independent trust dedicated to garnering resources for the advancement of the University. The role of UKZN Foundation is to build and sustain relationships with donors and potential donors and to negotiate donations to advance the interests of UKZN. The Executive Director is responsible for strategic leadership and management of the Foundation.

The Board of Trustees is seeking to appoint an exceptional individual to assume the position of Executive Director of the Foundation. This is an exciting and challenging opportunity for a multi-skilled and innovative individual to make a mark in the higher education fundraising domain by leading the fundraising activities of South Africa's largest residential university.

The Executive Director of the Foundation will report strategically and functionally to the Board of Trustees of the Foundation.

Areas of responsibility:

- Oversee and spearhead the fundraising programmes of the University;
- Manage the disbursement of funds to beneficiaries within the University;
- Direct and manage the staff as well as manage the budget of the Foundation;
- Create new donor relationships and maintain existing ones on an ongoing basis;
- Prioritise the fundraising needs of the University in consultation with key stakeholders;
- Lead project and proposal development, donor research, solicitation and campaign planning;
- Represent the University and boost its profile within the donor community wherever possible;
- Ensure efficient and diligent governance and management of the affairs of the UKZN Foundation Trust

In addition, the Executive Director will:

Work closely with the Vice-Chancellor, DVC: Research and President of Convocation to develop and expand University endowment funds and resources.

Minimum requirements:

- A Master's degree or equivalent;
- Three years' experience in an academic or other relevant organisation i.e. large NPO or fundraising organisation;
- Seven years management experience of which two years must be at senior management level, working closely with executive management structures;
- The successful candidate must be willing to work flexible hours and travel extensively, both nationally and abroad;

Personal and Leadership Attributes

We are seeking an individual with strong interpersonal capabilities, who is an institutional leader, able to foster interpersonal relationships across the institution and with stakeholders.

- To provide strategic direction to the Foundation
 - Judgement
 - Analytical ability
 - Conceptual thinking.
- To champion the delivery of greater results
 - Committing to action
 - Displaying resilience
 - Executing assignments.
- To manage self and others
 - Self awareness
 - Building talent
 - Managing teams.
- To foster productive working relationships
 - Resourcing projects and assignments
 - Providing competent and respectful leadership
 - Living University Values - R.E.A.C.H. (Respect, Excellence, Accountability, Client Orientation and Honesty).
 - Writing skills are critical.

General Information

Enquiries and details regarding this post, as well as requests for a job profile, may be directed to Ms. Cynthia Mbuli on e-mail: mbulic@ukzn.ac.za.

The closing date for receipt of applications is **01 March 2024**. Only shortlisted candidates will be contacted.

Applicants are required to submit:

- a detailed motivation highlighting their experience in each of the requirements listed above.
- a detailed CV including a full record of research, publications, and teaching, if applicable
- the name, telephone, fax, and e-mail address of three referees who are able to confirm the experience listed in the motivation or CV.

To apply please click on the link <https://ukzn.ci.hr/applicant/index.php>
OR visit the career portal on <https://ukzn.ac.za/>

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.