

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**UKZN FOUNDATION**

**SENIOR DEVELOPMENT OFFICER: INDIVIDUALS  
(PEROMNES GRADE 7)  
WESTVILLE**

**REF NO: UKZNF01/2014**

The responsibility of the University of KwaZulu-Natal Foundation (UKZNF) is to raise and administer funds for the institutional advancement of the University of KwaZulu-Natal. The UKZN Foundation has its Head Office on the Howard College Campus in Durban.

The Senior Development Officer will ideally be a mature individual with extensive experience in fundraising, prospect identification, donor solicitation and campaign planning. He or she should have high level oral and written communication skills, and the attributes necessary to manage the office when necessary. Knowledge of and prior work experience within the higher education sector would be a distinct advantage. The duties of the incumbent for this position are:

- To maintain and develop relationships with University of Kwa-Zulu Natal alumni in collaboration with the Alumni Affairs Office;
- Develop a network to raise funds from alumni and other individuals both in South Africa and abroad, for specific projects and for undesignated use by the University;
- Maintain and build the existing Bequest Programme;
- Establish and co-ordinate various other alumni giving mechanisms;
- Assist the UKZN Foundation and the University to identify, cultivate and solicit other individual prospects.

**Minimum Requirements**

- A degree or equivalent with three years' appropriate experience in fundraising or five years related experience in fundraising in South Africa or a related position.
- Prior experience in fundraising among bequestors or working with alumni
- Evidence of success in raising funds from alumni or individual donors
- Project management skills and computer literacy
- Knowledge of higher education sector

**Advantages:**

- Experience in fundraising, prospect identification and donor solicitation.
- Prior work experience within the higher education sector, especially with alumni or bequest prospects.
- Knowledge of the University of KwaZulu-Natal.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: [moodleys60@ukzn.ac.za](mailto:moodleys60@ukzn.ac.za) .The total remuneration package offered includes benefits. The closing date for receipt of applications is 31 January 2014.

Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms must be sent to [recruitment-support1@ukzn.ac.za](mailto:recruitment-support1@ukzn.ac.za). The advert reference number must be clearly stated in the subject