

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution

CORPORATE RELATIONS DIVISION

**UKZN FOUNDATION
PROSPECT RESEARCHER**

**HOWARD COLLEGE
(PEROMNES GRADE 9)**

REF NO: UKZNF 03/2015

The responsibility of the University of KwaZulu-Natal Foundation (UKZNF) is to raise and distribute receipted 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 Prospect Researcher will ideally be an individual with experience and an interest in prospect identification, research and strategy formulation. He or she should be highly computer literate with high level oral, written communication and statistical presentation skills. Prior experience of having worked in a fundraising environment within the higher education sector would be a distinct advantage.

The successful candidate's primary functions will be:

- Reactive and proactive research on donor leads/grant-makers for the development portfolio;
- Identify and research government policies/regulations that influence grant-making;
- Advise on strategy formulation pertaining to grant-making;
- Management of the UKZN Foundation donor database;
- Regular updating of the UKZN Foundation website.

Minimum Requirements:

- A Bachelor's degree
- Three (3) years relevant experience in a fundraising environment in South Africa or elsewhere;
- A valid driver's license and reliable vehicle;
- Very high level of computer literacy and competency with experience in Excel and Word;
- Experience in data analysis and reporting.



The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Noxolo Hlathi, 031 260 7916 or e-mail: hlathin@ukzn.ac.za

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to recruitment-nh@ukzn.ac.za

The advert reference number must be clearly stated in the subject line.

CLOSING DATE: 28 SEPTEMBER 2015