



Vacancy Announcement: Fundraising & Sponsorship Officer

Position title: Fundraising & Sponsorship Officer

Reporting to: National Sponsorship & Communications

Closing date; 12 May 2025

PURPOSE OF THE POSITION

The purpose of the position is to build meaningful and sustainable partnerships with corporations (including corporate foundations) on both a national and local level, together with the responsibility of growing the income stream from grant-making bodies and institutional donors. This includes ensuring activities and fundraising initiatives are aligned to the MA's goals. Responsible for collecting and managing sponsorship-related data, creating engaging content, and maintaining strong relationships with children, young people, and caregivers.

Qualifications and Experience

- Diploma in Journalism/ Media studies or relevant field
- Degree will be an added advantage
- 2 years' experience in writing, photography or creating content

Main clients:

- National Management Team
- All three Village employees (Windhoek, Tsumeb and Ondangwa)
- Corporate and grant-making donors, partners and external stakeholders
- Regional FD colleagues

Key performance areas and main responsibilities:

- Drive the development of sustainable corporate partnerships and build meaningful 'win-win' relationships
- Mobilizing networks, attending events/conferences and promoting effective communications. Proactively respond to funding opportunities and calls for proposals from grant-making bodies.
- Contribute to the strategic development of regional corporations and institutional partnership networks.
- Ensure the availability of quality communication material tailored to the corporate sector through impact reporting and specific marketing channels focused on the business community.
- This includes working with the Board and the SMT to identify potential partners and supporters within their circles.
- Properly accomplish the desired recording/collecting the necessary information and photographing the standard pictures based on SOS Photography Guide and deliver to the Supervisor timely.
- Create rapport and harmonious relationship with SOS Children, SOS mother and other SOS co-workers
- Assisting and guiding SOS Children's Village children and young people while they are writing Christmas good wishes cards/letters to their sponsors.



- Collect and follow up on school and other data and overall information on SOS children/young people that are necessary for the sponsorship department.
- Record updated child data and photos during the child registration process as per the requirement and systematically documenting for future reference purposes.
- Taking pictures of individual children, their SOS family, SOS facilities and other celebrations/special occasions following the SOS photography guidelines.
- Keeping confidential information of SOS children's biographies, photos, sponsor address/information and other related documents/ information that can expose the business to risk.
- Carries out any additional reasonable tasks as provided by the supervisor

Skills

- strong media skills, including writing, photography, and videography
- proficiency in editing tools such as Photoshop and Canva

Communication

- Good communicator with excellent oral and written communication skills.
- Ability to design and create innovative, inspiring messages for sponsors and donors.
- An eye for design and layout.
- Ability to convey complex issues in written communication with donors (optional: experience in emergency/crisis communication).

Team work

- Ability to work with or within a team and virtual team.
- Able to build, guide and plan with a team of sponsorship co-workers at programme level.
- Has the ability to build and maintain structures and networks.
- Design, organize and hold workshops to implement global guidelines and requirements for co-workers.

Personality

- Result-oriented and self-reflective, determined, innovative and pro-active
- Shows social competence and is an excellent networker.

How to apply:

SOS Children's Villages Namibia is an equal opportunity employer, and we encourage applications from candidates of all backgrounds to apply. To apply, please send your updated CV with three contactable references, supporting documents and a cover letter to recruitment.hr@sos-namibia.org before **12 May 2025**.

SOS Children's Villages has zero tolerance neither for sexual exploitation, harassment, and abuse nor for fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability,



marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment."

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to candidates' ability to perform the duties of the post, the selection process will also delve into the candidate's motivation and approach towards safeguarding.