



# Vacancy Announcement: Corporate Partnerships & Grants Officer

Position title: Corporate Partnerships & Grants Officer

Reporting to: Head of Fundraising & Communications

Location: SOS Children's Village – National Office

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.

## **Qualifications and Experience**

- Degree in Humanities and Social Sciences or relevant- mandatory
- 3 years' experience in proposal writing
- Proven record in successful fundraising

## **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 through mobilizing networks, attending events/conferences and promoting effective communications. This includes creating a suite of attractive fundraising products and developing bespoke funding proposals according to corporate needs and interests.
- Pro-actively respond to funding opportunities and calls for proposals from grant-making bodies (including trusts and foundations) and institutional donors through preparing applications and proposals that are relevant and applicable to both the funders' requirements and the NA's programmatic needs.
- Contribute to the strategic development of regional corporation and institutional partnership networks through providing the latest information on national trends and bringing in the localized view on topics of interest.



- Ensure the availability of quality communication material tailored to the corporate sector through impact reporting and specific marketing channels focused on the business community.
- Engage with external stakeholders to develop positive working relationships and build effective networks in key sectors. This includes working with the Board and the SMT to identify potential partners and supporters within their circles.
- Perform any other reasonable and lawful duties as assigned by the supervisor.

### **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](mailto: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.