



11 April 2023

VACANCY: Development Manager (Fundraising Manager)

The Deutsche Schule Durban is a co-educational Primary School situated in Cowies Hill, Durban. It caters for the educational needs of children ranging from Kindergarten (18 months and older) to Grade 7, and its medium of instruction is primarily in German.

The School is looking to fill the following position in June 2023 and is inviting dynamic, energetic and suitably qualified people to submit their CVs.

SOUND COMMAND OF THE GERMAN LANGUAGE IS A PRE-REQUISITE.

Development Manager (Fundraising Manager)

The School is financed primarily by way of school fees, but also via a Trust that administers donations received from private and corporate spenders, both locally and in Germany. The Development Manager will be responsible, inter alia, for:

German Donors

- Independently managing the donation process – from finding new donors to maintaining relationships with existing donors;
- Managing and growing the existing data base;
- Writing and sending bi-monthly donation letters to existing and potential donors;
- Generating and sending thank you letters and tax receipts where applicable.

Local Donors

- Independently seeking new sources of funding, whether from local Trusts, via advertising packages or local sponsors;
- Maintaining and growing the School's Friends of the DSD and Past Pupil data base.



In partnership with





Minimum and Job Specific Requirements:

- Sound command of the German language (written and spoken) and excellent people skills;
- Proven computer literacy;
- The ability to effectively and enthusiastically work both independently and as part of a small Team;
- Creativity and flexibility in exploring and seeking new sources of revenue;
- Excellent organizational skills and the ability to work under pressure and meet deadlines.

The successful applicant will have the flexibility of working from home, but is expected to also spend some time at the school each week in order to fully understand its operations and needs. The Development Manager reports to the Deutsche Schule Durban Trustees as well as to its Board of Directors.

Interested candidates are requested to submit a brief CV and motivation to the School by e-mailing it to info@dsdurban.co.za marked: "For the Attention of the Principal."

The closing date for submissions is 12h00, Friday 28 April 2023.

The appointment of candidates is at the Deutsche Schule Durban's sole discretion. Applicants are invited from South African citizens and persons with a legal work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short listed candidates will be contacted. If you have not heard from the Deutsche Schule Durban within 10 days of the closing date, please assume that you have been unsuccessful in your application.

Deutsche Schule Durban, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.