

Non-Profit Organisation No: 001-827 NPO
PBO 930/0000/03
Founded 1967



LITTLE EDEN Society, is a registered non-profit organisation providing life-long care to 300 children and adults with profound intellectual disability in two custom designed residential facilities – Domitilla and Danny Hyams Home in Edenvale, and Elvira Rota Village in Bapsfontein. The following vacancy is available in our Edenvale Home:-

Relationship Officer

- Reports to the Business Development Manager.
- The primary function is to obtain financial support from the public at large and to develop relationships with current, dormant and potential donors in order to increase financial support for LITTLE EDEN Society.
- Engages with allocated and specific unallocated donors telephonically on their birthdays in terms of the relationship building strategy.
- Assists the Business Development Manager with ad hoc fundraising initiatives that are identified as being important to the overall fundraising of the department.
- Is willing and able to work outside normal office hours (e.g. at evening functions, weekends etc), when required.
- The incumbent must have a high level of interpersonal skills and good command of written and oral English to enable the individual to successfully manage the donor relations portfolio. Must have an excellent telephone manner.
- Able to deal with all levels of persons.
- Must be computer literate and have minimum of two years fundraising experience.

The position is for full time employment commencing January 2019. Candidates must have their own reliable transport and a valid drivers' licence and the appropriate qualifications and experience.

Kindly forward your CV with at least two references to: hr@littleeden.org.za for the attention of Lisa Neilson by close of business on 7th December 2018. Full information and job description will be provided on request. LITTLE EDEN reserves the right to close the vacancies before 7 December 2018.

LITTLE EDEN Society for the Care of Persons with Mental Handicap

Administrative Office: 79 Wagenaar Rd (Cnr Harris Ave), Edenglen, Edenvale, Gauteng
Care Centres: Domitilla and Danny Hyams Home, Edenvale
Elvira Rota Village, Bapsfontein

