



The Wildlands Conservation Trust (WILDTRUST) invites applications for:
Fundraising and Grants Manager | WILDOCEANS
KwaZulu-Natal, South Africa – NPO Sector

WILDOCEANS Programme: WILDTRUST (<https://wildtrust.co.za/>) is a South African not-for-profit, public benefit, non-governmental organisation, with a vision of “a thriving and resilient world” and implements its work through 2 programmes: WILDLANDS (focused on terrestrial systems) and WILDOCEANS (focused on marine systems). The primary interlinked goals of WILDOCEANS to deliver impact towards a thriving resilient world are to: 1) protect and restore marine and coastal biodiversity, and 2) build resilience for coastal communities. Strategic cross-cutting elements to enhance sustainability and impact, underpin our work: future leader development, youth support, science and knowledge generation, support to decision-makers and management authorities, coastal community support, ocean awareness and communication, and advocacy and campaigning.

We are looking for a **Fundraising and Grants Manager** to provide support for the WILDOCEANS programme management team in fund-raising, grants and contracts management.

KEY PERFORMANCE AREAS:

The candidate will report to the Strategic Ocean Lead, and responsibilities and duties will include:

- Identify suitable Calls for Proposals, grants and funding opportunities aligned with organisational strategy and goals.
- Project proposal preparation and submission.
- Contract preparation and management.
- Liaison with donors and ensuring compliance with reporting requirements.
- Management of project grant documentation and filing systems.
- Contracts, finance and administrative staff management, progress tracking (MOVs), and report preparation.
- Provide general assistance for fundraising and grant management to the WILDOCEANS Strategic Ocean Lead.

QUALIFICATIONS AND EXPERIENCE:

- Honours degree or diploma in business administration or equivalent disciplines (a Master's degree would be an advantage).
- Minimum 3 years of proven experience in proposal preparation and grant and contracts management, and administration.
- Proficiency in written and spoken English.
- Candidate must be a good communicator, proactive, organised, individually accountable, and able to work under pressure and balance priorities.
- Excellent knowledge of MS Office.

TO APPLY:

Submit a covering letter with a 2-3 page CV, and at least 3 references to wildoceansapplications@wildtrust.co.za by **31 January 2025**. Certificates must be available on request but not included in the original application. The WILDTRUST reserves the right to vary the requirements, or conditions, and not to fill these positions. Should you not receive a response within a month after the closing application date, kindly consider your application unsuccessful. We offer competitive salaries based on qualifications and experience.