



**People Management**

- Manage own time as well as time of colleagues and stakeholders to reach funder targets and grant obligations.
- Manage conflict through participatory and transparent approaches.
- Empower team members through recognising, encouraging participation in decision making and delegating tasks.

**Desired Experience  
& Qualification**

PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE

**EDUCATION**

**Minimum:**

- Diploma in Humanities, Arts, Finance.

**Ideal:**

- Bachelors' degree in Humanities, Arts & Finance.

**Training Minimum:**

- Fundraising & Donor Communications – proficient in English.

**Ideal:**

- South African Fundraising Institute certificate.
- Financial certificate beneficial.

**EXPERIENCE**

**Minimum:**

- Proven track record of fundraising efforts.
- Minimum 5 years.
- Proven record of raising > R10m per annum consistently.

**Ideal:**

- Recognized as a fundraiser in industry.
- 10 years +.

**PERSON SPECIFICATION (KNOWLEDGE, SKILLS AND ATTRIBUTES)**

**Behavioural Competencies / Performance Drivers**

- Critical Judgement.
- Decision Making.
- Impact and Influence.
- Interactive Communication.
- Relationship Building.
- Self Confidence.
- Strategic Thinking.
- Risk Management.
- Work Ethics and Values.

**Technical Competencies / Professional Expertise**

- Legislation, Policies, Procedures and Standards.
- Familiarity with Arts sector policies, local and globally.
- Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework act (PPFA) and Treasury regulations.
- Knowledge of the Arts and corporate governance issues.
- Financial Budgeting, Planning and Reporting.

**Leadership Competency Requirements**

- Planning & Organizing.
- Resource Management.
- Team Leadership.

Interested persons who meet the requirements are invited to send a concise CV to the Human Resources Department via e-mail to [vacancies@markettheatre.co.za](mailto:vacancies@markettheatre.co.za)  
Please indicate the reference number of the post. ITC & criminal checks will be conducted and where applicable, candidates will be subjected to an assessment test.

Should you not hear from us within 30 days after the closing date, consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only. No late applications will be considered.

The Market Theatre Foundation reserves the right not to make any appointment(s) to the above post. Preference will be given to candidates in line with the Employment Equity Plan.

Enquiries may be directed to Refiloe Chesane @ (011) 832 1641 ext. 221  
**THE CLOSING DATE FOR THIS POSITION: 17 September 2024.**