

Job Title: Part-Time Fundraiser
Salary: R59 104 pm
Location: Johannesburg, South Africa
Position Type: Part-Time

About The Market Theatre Foundation:

The Market Theatre Foundation is a vibrant arts and culture organization made up of four business units: the Market Theatre, the Market Theatre Laboratory, the Market Photo Workshop, and the Windybrow Arts Centre. We are dedicated to promoting artistic excellence, fostering creativity, and supporting diverse cultural expressions through theatre, photography, community enrichment activities and training programs.

Position Overview:

We are seeking an experienced and motivated part-time Fundraiser to join our dynamic team for a fixed term. This role involves collaborating with the heads of our business units to secure funding for various projects and ensuring the smooth execution of funding applications and project reports. The ideal candidate will have a strong background in fundraising, grant writing, and project administration, with excellent communication and organizational skills.

Key Responsibilities:

- **Funding Applications:**
 - Work closely with the business unit heads to identify funding opportunities and complete grant and funding applications.
 - Compile and submit accurate and comprehensive proposals to prospective funders based on briefs and written collateral initially provided by the respective unit heads.
 - Tailor applications to meet the specific requirements of various funding bodies.
- **Project Reports:**
 - Write detailed and timely reports on funded projects for internal use and for external funders.
 - Compile quarterly reports to be shared with the MTF Council.
 - Collaborate with business unit heads to gather necessary project updates, data, and financial information.
 - Ensure all reports meet the expectations and requirements of funders.
- **Partnership Administration:**
 - Oversee the administration of partnerships.
 - Coordinate communication with funders and stakeholders, ensuring transparent and effective updates on the status of projects.
- **General Fundraising Support:**
 - Maintain records of fundraising activities and funding applications.
 - Monitor and track the success of applications and provide feedback to the organization.
 - Keep up to date with trends and developments in the arts funding landscape.



The Market Theatre Foundation

Declared Cultural Institution
In terms of Cultural Institutions Act,
1998 (Act no 119 of 1998)

Fund Raising No 01 10000400004

The Market Theatre Foundation
incorporating:

- Market Theatre
- Market Theatre Laboratory
- Market Photo Workshop
- Windybrow Arts Centre

The Market Square 138 Lillian Ngoyi Str
Newtown, Johannesburg

PO Box 8656 Johannesburg 2000

Telephone: +27 11 832 1641

Website: www.markettheatre.co.za

Council

Mr Phil Molefe (Chairperson)
Mr Monwabisi Grootboom
Mr Andre Le Roux
Mr Mandla Mbothwe
Mr Dali Tambo
Ms Motshedisi Makoea
Ms Tebogo Mosala
Ms Zanele Nkosi
Ms Andiswa Vikihlale

Honorary Patrons

Jules Feiffer
Athol Fugard
John Kani
Janet Suzman
Prof Zakes Mda

Chief Executive Officer

Tshiamo Mokgadi

Chief Operations Officer

Lekgetho Makola

Artistic Director

Greg Homann

Chief Financial Officer

Mbali Buthelezi

Qualifications and Skills:

- Proven experience in fundraising, grant writing, or similar roles, ideally within the arts or non-profit sector.
- Strong writing, editing, and communication skills with attention to detail.
- Ability to work independently and collaboratively with various departments.
- Organizational skills and experience in managing multiple projects and deadlines.
- Knowledge of the South African arts and cultural funding environment is an advantage.

Key Attributes:

- Enthusiastic and passionate about the arts and the mission of The Market Theatre Foundation.
- Self-motivated with the ability to manage time efficiently in a part-time role.
- Strong interpersonal skills and the ability to build relationships with internal teams and external funders.

Hours and Compensation:

- Part-time position with flexible hours.

How to Apply:

Please submit your CV, cover letter, and a writing sample (preferably a funding application or project report) to vacancies@markettheatre.co.za by **05 November 2024**.

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.

