



GLOBAL INCLUSION FOUNDATION

Johannesburg, South Africa

hr@wearegif.org ✉
www.wearegif.org 🌐

JOB PROFILE: Resource Mobilisation Lead

Role Title: Resource Mobilisation Lead (Grants & Funding)

Reports To: Executive Director

Type: Volunteer

Time Commitment: 4–6 hours per week

Role Purpose

To secure funding, build donor relationships, and identify partnerships that support and sustain GIF's programmes. The Resource Mobilisation Lead ensures the growth and long-term sustainability of the organisation through strategic fundraising efforts.

Key Responsibilities

- Research and identify grants, funding opportunities, donor calls, and partnerships aligned with GIF's mission.
- Write compelling funding proposals, concept notes, donor reports, and partnership pitches.
- Maintain and grow GIF's donor network through regular communication and stewardship.
- Support fundraising events, awareness campaigns, and resource-generation initiatives.

Competencies

- Strong written communication and proposal development ability
- Strategic thinking and ability to align funding with programme needs
- Ability to build and maintain professional donor relationships
- Research-driven and detail-focused
- Ability to handle deadlines and manage multiple funding applications

Minimum Requirements

- Ability to write clearly and professionally in English
- Strong research skills and attention to detail
- Ability to meet proposal deadlines and manage multiple tasks
- Comfortable working remotely and communicating via email/WhatsApp



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Education

- A diploma, or degree in Development Studies, NGO Management, Business, Marketing, Communications, International Relations, or related fields
- OR currently studying in a relevant field
- OR demonstrated proposal writing ability even without formal qualifications

Experience

- Experience in grant writing, fundraising, donor management, or partnerships (NGO, school, church, business, or freelance all qualify)
- Experience researching funding opportunities or managing donor information
- Experience writing reports, proposals, or formal documents
- Experience supporting events, campaigns, or fundraising initiatives is an advantage

Skills

- Excellent writing skills for proposals, reports, and donor communications
- Strong research and analytical ability to identify funding opportunities
- Ability to maintain donor databases and track opportunities
- Professional communication and relationship-building abilities
- Strong organisational and time-management skills
- Detail-oriented and committed to meeting deadlines
- Ability to translate programme needs into fundable proposals

How To Apply:

Send your CV and Portfolio (If Applicable) to:
hr@wearegif.org