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033-014-NPO

DEVELOPMENT MANAGER

Introduction

Jungle Theatre Company (JTC) is looking for a part-time Development Manager to join their team. JTC is a Non-Profit Organisation based in Muizenberg that seeks to inspire young people to understand and care for community, culture, and nature by sharing and encouraging participation in original African theatre, with the support of local performing theatre makers.

Key Purpose of Job:

To monitor daily operations, review policies and budgets, manage programs, manage financial management and fundraising, handle advocacy and communications, manage human resources, office, and organizational administration.

Key Performance Areas:

Organizational Management: in collaboration with Artistic Director and Board: provide leadership, direction, and guidance to the organization,

Programme Management: in collaboration with Artistic Director ensure the successful implementation of projects, support project activities, managing stakeholders, and provide leadership for successful program execution and delivery of desired outcomes.

Networking & relationship building: foster relationships with existing partners and stakeholders, explore new collaborations and projects, and support marketing strategies through networking with industry professionals and sponsors,

Fundraising Management: maintain fundraising database, research potential donors, cultivate relationships with funding entities, write proposals, comply with reporting requirements, and ensure proper documentation for fundraising, reporting and organizational purposes,

Financial Management: coordinate and manage financial processes, compile budgets and financial reports,

Human Resource Management: manage admin staff and internships, manage training and development, appraisal processes and compliance.

Skills & Qualities:

Experience in a management role.

Experience in fundraising and proposal writing for an NPO

Strong organizational & management skills

Excellent written and verbal communication

Good command of English language (written & fluency) and, at least 1 other language i.e., Afrikaans or isiXhosa

The ability to be flexible & multitask

The ability to work under pressure and to deadlines

Good people skills

NPO experience essential

Drivers Licence essential

This position is for 32 hours per week flexible at 6 hours per day and based at the Jungle offices in Muizenberg. Salary dependant on qualification & experience.

Please email a motivation letter and your CV with contactable references to:
miranda@jungletheatre.co.za by 15 April 2024.

Please consider your application as unsuccessful if you don't hear back from us.