

JOB ADVERT

Fundraising Associate Intern X 2

REPORTING TO:

Head: Fundraising and Business Development

JOB LOCATION:

Rosebank

EMPLOYMENT STATUS:

Internship 12 Months contract

START DATE:

01 July 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The overall purpose of the Fundraising Associate Intern position is to support the fundraising team in securing funding for Rhiza Babuyile's projects and initiatives, while gaining hands-on experience in fundraising, donor relations, and community engagement. The objective is to contribute to the growth and development of the organization by researching new funders, building relationships, and creating content for external and internal communications.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:**Fundraising:**

- Assist in collecting reporting inputs and monitoring reporting timelines and deadlines.
- Support the development of proposals for funders in South Africa, the UK, and the US by conducting research and gathering relevant information.
- Collaborate with the marketing team to promote Rhiza's events and activities on social media.
- Collect success stories from various programs and work with the marketing team to create engaging content.
- Collect success stories from the various programmes and involve the marketing team to support with content creation and promotion on all social platforms.
- Research potential donors and identify new prospects, with guidance from the fundraising team.

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

- Assist in event planning and coordination, including logistics and communication.
- Support donor relations by drafting acknowledgement letters and tracking donations.
- Assist in creating fundraising reports, including data entry and basic analysis.

Metrics and Reporting

- Assist in collecting and maintaining accurate records for fundraising reports.
- Support the preparation of meeting minutes for internal and external meetings related to fundraising, as required.
- Track and record key fundraising metrics, including:
 - Donor acquisition and retention rates
 - Fundraising campaign performance
 - Donation amounts and frequencies

KNOWLEDGE & COMPETENCIES

Education

Qualifications:

- Matric / Grade 12
- National Diploma in Business Administration / Communications / Public Relations
- BA in Development Studies
- BA in Communication Studies
- Bachelor of Public Relations Management
- Must have never held a full-time position before.
Preference will be given to candidates who have not previously participated in any learnership or internship programmes.

Key Competencies:

- Candidates should display the following core behavioural competencies:
- Communication: Excellent communication skills, both written and verbal.
- Problem Solving: Ability to identify issues and develop creative solutions.
- Conflict Resolution: Skilled in resolving employee conflicts and issues.
- Ethical Conduct: Maintaining the highest ethical standards and confidentiality.
- Adaptability: Able to adapt to changing business needs.
- Collaboration: Strong teamwork and collaboration skills.
- Technical Proficiency: Proficient in relevant software such as Microsoft Office suite.
- Detail oriented: Ensure that reports and plans are detailed and aligned to operational realities

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 14 May 2026