

INTERNAL\EXTERNAL ADVERTISEMENT

Business Development Officer

(1-year fixed term contract)

National Office-Sandton



New loveLife Trust is an NGO that campaigns with nationwide community level outreach and supports programmes that promote healthy, HIV-free living among South African teens. loveLife has reached unprecedented scale in implementing cutting-edge comprehensive and combined social behaviour change programming face-to-face with adolescents.

The Trust is looking to recruit a suitable candidate to advance loveLife's income-generation and partnership objectives. The successful applicant would be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Fundraising pipeline and opportunity development.
- Research and qualify national and international grant, tender, corporate social investment, government and foundation opportunities that align with loveLife's strategy and programme offering.
- Maintain a live opportunity pipeline, calendar and bid decision record, ensuring opportunities are prioritised, assigned and progressed from lead to submission and award.
- Prepare concise opportunity briefs, including eligibility, strategic fit, anticipated value, deadline, risks and recommended next steps.
- Proposal and tender development.
- Coordinate the end-to-end development of assigned concept notes, proposals, tenders and presentation materials, from requirements analysis through submission.
- Draft and edit compelling technical narratives, coordinate programme inputs, and work with Finance to obtain accurate budgets, costings and supporting documentation.
- Apply quality assurance checks so that each submission is complete, compliant, evidence-led, appropriately branded and delivered by the required deadline.
- Partnership and funder stewardship.
- Maintain professional relationships with an assigned portfolio of funders, prospective partners and stakeholders, providing timely follow-up and clear communication.
- Prepare meeting briefs, presentations, donor and funder updates and acknowledgement material, and support stakeholder engagements, site visits and events.
- Identify opportunities to deepen partnerships and to position loveLife as a credible, responsive investment partner for young people.
- Grant administration and reporting.
- Keep accurate records of applications, awards, contracts, memoranda of understanding, reporting schedules, conditions and key correspondence.
- Coordinate the timely preparation of narrative reports and funder feedback with programme, finance and communications colleagues; ensure submissions are accurate, relevant and aligned to contractual obligations.
- Escalate reporting, compliance or relationship risks early and support corrective action with the line manager and relevant internal teams.
- Business development operations and collaboration.
- Maintain an accurate funder and stakeholder database, opportunity tracker and monthly performance information that supports forecasting and management decisions.
- Coordinate business development leads and intelligence received from national and regional offices in line with loveLife policies and processes.

- Contribute to team planning, knowledge sharing, document quality and continuous improvement of fundraising systems and templates.

Suitable candidates will need to satisfy the following requirements:

- Relevant Tertiary qualification.
- Fluent and spoken English as well as quality public presentation skills.
- 4 to 6 years of relevant experience in fundraising, grant development, business development, stakeholder relations or resource mobilisation, preferably within the NGO or development sector.
- Strong knowledge and understanding of grant & tender processes and applications for NPO sector – _nationally & internationally.
- Demonstrated record of success in generating significant commitments from grant & tender processes.
- Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Experience working with donor databases, reporting trackers or CRM systems, and strong proficiency in Microsoft Word, Excel, PowerPoint and online submission platforms.
- Sound knowledge of the mechanics of fundraising through grants & tenders.
- Ability to operate in a fast changing, high demand environment.
- Ability to utilise limited resources to maximum effect.
- Demonstrated ability in proposal writing – _simplifying & packaging the offering/key message.
- Strong communication skills.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Attention to detail.
- Working knowledge of the South African CSI, BBBEE and NGO funding environment; exposure to international funding opportunities is advantageous.
- Self-motivation and discipline to regularly set and achieve work goals.
- Strong organisational, interpersonal and networking skills with large groups as well as with individuals are essential.
- Ability to build constructive relationships, work independently on assigned deliverables and collaborate effectively across teams.
- A valid driver's licence and willingness to travel when required.

Total remuneration package: R 18 000.00 per month

Please forward a summarised CV (no certificates) via e-mail to: recruit@lovelife.org.za to reach loveLife National Offices no later than **18 September 2026**.

Please note that:

1. The New loveLife Trust reserves the right to amend and/or withdraw adverts at any time without notification.
2. If you do not receive any feedback on your application within six weeks from the closing date, please consider your application unsuccessful.
3. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL