HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

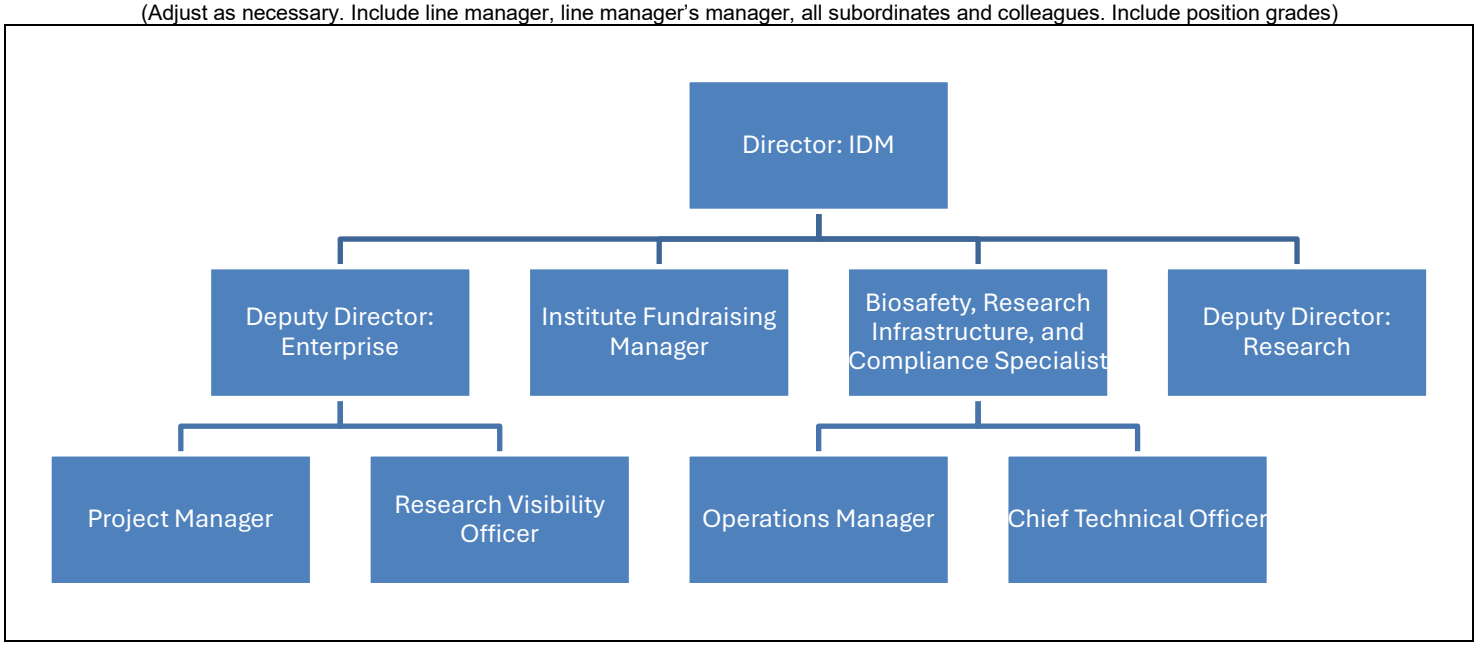
NOTES
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Institute Fundraising Manager		
Job title (HR Business Partner to provide)	Senior Research Support Specialist		
Position grade (if known)	PC11	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	IDM		
Division / section	IDM: Executive		
Date of compilation	31 July 2026		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The Institute of Infectious Disease and Molecular Medicine (IDM) at the University of Cape Town is a collaborative research institute that supports discovery and clinical research, translation, early-career development, and postgraduate training focused on infectious diseases relevant to Africa. Since its foundation in 2004, the IDM has grown into the largest cross-faculty institute at UCT. The Institute Fundraising Manager will work closely with the Director and Deputy Directors to develop and deliver the IDM's fundraising strategy. This will include identifying and cultivating prospective donors, developing and maintaining relationships, building on existing networks and contacts, developing compelling proposals and cases for support, and working with IDM leadership to convert opportunities into funding. The role requires a strong understanding of research and ability to communicate its significance and impact to different audiences. The Institute Fundraising Manager will work with IDM leadership and IDM researchers to understand the Institute's research, identify opportunities that align with donor funding, and translate IDM's capabilities, achievements and priorities into compelling funding propositions. They will co-ordinate reporting to donors, working with researchers and the Communications team to communicate what donor support has enabled. The Institute Fundraising Manager role will lead institute fundraising for the IDM, to secure donor funding for activities that complement the researcher-led grants and awards which remain the priority of IDM Members and their research groups. This role brings together fundraising, research and impact communication, and relationship management. The person who will thrive here will be as comfortable analyzing a funding landscape and building a new donor relationship as they are communicating the significance of complex research and turning it into a compelling case for support.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Donor prospecting, engagement and relationship building	35	• Research the funding landscape and identify prospective donors and funding opportunities aligned with the IDM's priorities • Develop and maintain a pipeline of prospective donors and funding opportunities • Use existing networks and contacts to develop introductions and new funding relationships • Build and maintain relationships with current and prospective partners, donors and funders • Work with the Director and Deputy Directors to cultivate strategic donor relationships • Identify opportunities for meetings, visits, briefings and other forms of donor engagement. • Prepare the Director and senior IDM colleagues for donor meetings and engagements. • Maintain accurate records of donor relationships, interests, interactions and opportunities. • Identify opportunities to deepen existing relationships and develop further support. • Identify and facilitate connections between donors, partners and relevant IDM researchers where there is shared interest	• The IDM meets its fundraising targets • A strong and actively managed pipeline of prospective donors • New funders and funding opportunities are developed • Strong, sustained relationships with current and prospective partners, donors and funders • A well-managed pipeline with clear next steps and opportunities • Donors have a clear understanding of the IDM's work, capabilities and priorities
2	Proposal Development and Management of Funded Projects	30	• Work with the Director and Deputy Directors to develop compelling cases for IDM support • Lead the development and submission of institute funding proposals to funders and donors • Develop high quality briefing materials, presentations, cases for support and other materials for donor engagements • Support IDM researchers in developing proposals for donor funding, while researcher-led applications to research funders for grants and contracts remain the responsibility of the relevant researchers • Monitor progress and deliverables on projects funded through this role, in consultation with project leaders • Ensure funded projects are evaluated effectively and that outputs are documented and stored • Oversee funds raised through this role, working with the Finance team on reporting and audits • Oversee internal fund transfers to award recipients • Act as the IDM's main contact for external awards, coordinating with finance, research contracts, the postgraduate funding office and others as needed	• The IDM meets its fundraising targets • High quality proposals and cases for support are developed and submitted on time • Fundraising proposals are grounded in accurate, compelling evidence of IDM's work and achievements. • Projects funded through this role are well managed, with clear communication to all partners throughout. • Donor commitments and reporting requirements are tracked and met.

3	Research Portfolio and Impact Communication	20	• Maintain an up-to-date database of the IDM's research portfolio, working with the Enterprise Team. This includes tracking:
			  ○ current and partner research projects;
			  ○ research outputs (publications, patents, conference participation);
			  ○ funding received (awards, grants, contracts, prizes, fellowships);
			  ○ areas of expertise, platforms, and equipment;
			  ○ and research impact.
			• Analyse data from the IDM research portfolio to identify themes, strengths and opportunities that can inform fundraising
			• Develop compelling evidence and case studies that demonstrate IDM's capabilities, achievements and impact for use in proposals, donor engagement and reporting
			• Work with the Communications team to translate research and impact into accessible content for external audiences
			• Identify achievements and opportunities that could support nominations for institutional, national, and international prizes and awards.
			• Support other IDM activities where they relate to this role
				• The IDM has an accurate, up-to-date picture of its research activity, giving researchers the information they need to develop strong proposals.
				• The IDM's research, capabilities and impact are clearly communicated to donors and other external audiences.
				• Research achievements and impact are effectively captured for donor engagement and reporting.

4	Donor reporting	10	• Produce an annual report on the IDM's research portfolio, working with the Enterprise Team • Coordinate reporting to donors on activities supported through institute fundraising • Ensure reports accurately communicate how donor support has been used and what it has enabled • Maintain a record of donor reporting requirements and deadlines • Ensure that commitments made to donors are tracked • Use evidence and outcomes from funded activities to strengthen future donor engagement and proposals. • Work with the relevant researchers, Finance and relevant UCT offices to gather the information required for donor reports.	• Donors receive timely, accurate reports on projects they have supported. • Insights from funded activities strengthen future fundraising.
5	Strategic Planning	5	• Contribute to the IDM's strategic planning on matters relating to fundraising, donor engagement and the research portfolio • Provide the leadership team with intelligence on funding trends, donor interests and opportunities • Report on the research portfolio's activities, resources, and outcomes at strategy meetings • Ensure fundraising priorities reflect the IDM's strategic direction.	• Fundraising activity is aligned with IDM priorities • Leadership has useful intelligence on external funding environment and donor landscape

MINIMUM REQUIREMENTS

Minimum qualifications	Master's degree OR Bachelor's degree with relevant professional experience (at least 8 years)
Minimum experience (type and years)	5 or more years experience in fundraising, proposal development, and research portfolio management A strong understanding of research and ability to communicate its significance and impact to different audiences Familiarity with the health sciences sector *is an advantage*
Skills	Strong relationship management and inter-personal communication Demonstrable writing and oral communication skills Good organizational and time-management skills
Knowledge	Fundraising, project proposal development, project management, trans/interdisciplinary research Competence in the responsible use of AI tools *is an advantage*
Professional registration or license requirements	
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to handle cash or finances

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical thinking / Problem solving	2	Building partnerships	2
Building interpersonal relationships	2	Individual Leadership	2
Communication	2	People Management	2
University awareness	2	Resource Management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Proposal Development and Coordination; Stakeholder Relationships; Reporting; Fund Management; Portfolio Management; Project Management; Strategic Planning; Marketing
Amount and kind of supervision received	Minimal, expected to function independently but with the Leadership team as needed
Amount and kind of supervision exercised	None
Decisions which can be made	Short-term decisions relating to functions responsible for
Decisions which must be referred	Strategic decisions impacting the IDM or that may carry reputational risk to the Institute

CONTACTS AND RELATIONSHIPS

Internal to UCT	IDM Members, FHS Research Office, DAD, UCT Research Office, Finance, Postgraduate Funding Office
External to UCT	Philanthropies, Alumni, Donors, Funders, Government Organizations, Non-government Organizations

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor				
Area Line Manager				
HOD				
Dean / ED				

HR Business Partner				