

VACANCY NOTICE: DONOR RELATIONS COORDINATOR

Durban/Cape Town

Employment Type: Full-Time

Reports To: Exec Fundraising & Partnerships

About the Role

Are you passionate about people, purpose, and impact? Penny Appeal South Africa is seeking a driven and compassionate Donor Relations Coordinator to strengthen and maintain relationships with our valued donors, ensuring they remain connected to the impact their generosity creates. In this role, you will manage donor communications, prepare impact reports, and provide exceptional stewardship to individuals and organisations that help us make a lasting difference through our humanitarian programmes.

Key Responsibilities

- Build and nurture relationships with donors through consistent communication and engagement.
- Prepare high-quality donor reports and acknowledgments highlighting project outcomes.
- Manage donor data, track contributions, and ensure accurate record-keeping.
- Collaborate with the Programmes and Marketing teams to align donor communication and storytelling.
- Support donor retention, reactivation, and appreciation initiatives.
- Ensure compliance with organisational policies, donor privacy, and ethical fundraising standards.

What We're Looking For

- Excellent interpersonal and written communication skills.
- Strong attention to detail and organisational ability.
- Empathy, professionalism, and confidence in donor engagement.
- Proficiency in Microsoft Office and CRM systems.
- Ability to work independently and collaboratively in a dynamic environment.

Minimum Requirements

Degree or diploma in Marketing, Communications, Fundraising, or related field.

2–3 years of experience in donor relations, customer service, or fundraising.

Experience in the non-profit or humanitarian sector advantageous.

Why Join Us?

Join a purpose-driven team where your work directly supports transformative change — from clean water and education to disaster relief and sustainable development across communities in need.

To Apply:

Send your CV and a short motivational letter to recruitment@pennyappeal.org.za

Subject Line: Donor Relations Coordinator

Closing Date: 31 October 2025

Penny Appeal South Africa is an equal-opportunity employer committed to diversity and inclusion. We reserve the right to amend or withdraw this vacancy without notice. Only shortlisted candidates will be contacted, and all applications are handled confidentially in line with POPIA requirements.