

NOTES

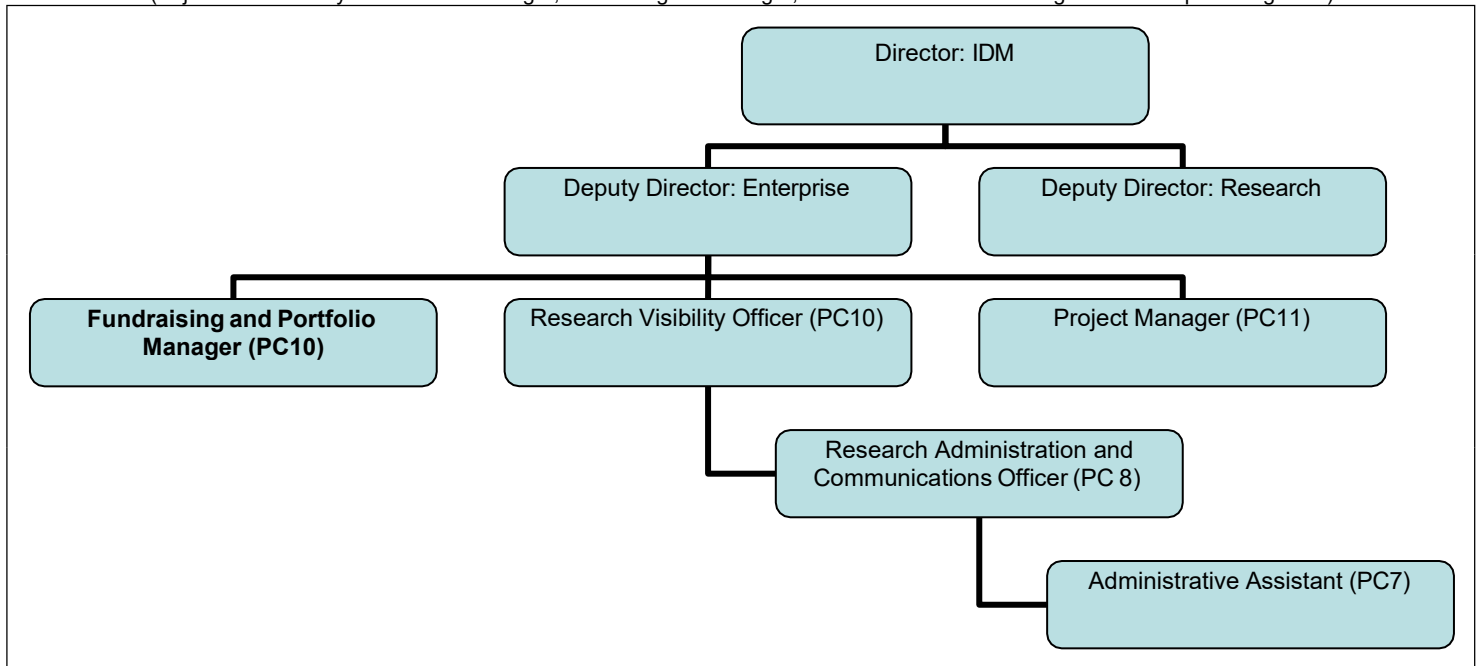
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Fundraising and Portfolio Manager		
Job title (HR Business Partner to provide)	Research Support Specialist		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	IDM		
Division / section	IDM: Enterprise		
Date of compilation	21 Jan 2026		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to support the Director, Deputy Director: Research, and Deputy Director: Enterprise in developing and achieving the research and fundraising strategy for the Institute. This will involve identifying funding opportunities, developing and maintaining relationships with funders, developing marketing materials and engaging in public relations, and leading the development of large proposals to funders (including philanthropic funders, alumni, donors and the like).

This position will be responsible for projects that are funded by monies raised by the incumbent, and not other research projects within the Institute, PI-sourced funds, or grant funding. As such, the position is required to provide high-level oversight of these funded projects managed by the IDM, and to ensure projects achieve their objectives and deliverables, including drafting reports to funders and co-creating (with the Research Visibility Officer) marketing materials for completed projects.

Furthermore, this position will co-create (with the Research Administration and Communications Officer, and the Deputy Director: Enterprise) the IDM Annual Report and any other reports as may be required from time to time on the research activities of the Institute.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Proposal Development, Coordination, and Fund management	35	<ul style="list-style-type: none"> • Horizon scan and identify funding opportunities for the IDM • Coordinate the development and submission of proposals • Oversee the management of funds raised by the incumbent for the Institute, liaising with finance to produce reports and participate in audits as required (but not for PI-sourced funds or grant funding) • Oversee the management of internal funds, facilitating transfer of funds to awardees • Oversee the management of awards to the IDM, acting as main contact for the IDM, and liaising with finance, research contracts, the postgraduate funding office and others as required • Support IDM members in development of non-research funding proposals 	<p>The research portfolio meets its fundraising goals in support of the overall IDM fundraising strategy.</p> <p>All funds are managed effectively, deadlines and deliverables are met.</p>
2	Portfolio and project management	30	<ul style="list-style-type: none"> • Maintain an up-to-date database of all relevant research metrics (in collaboration with the Research Administration and Communications Officer, and Project Manager) regarding the research portfolio of the Institute, including but not limited to: <ul style="list-style-type: none"> • A map of all current and partner research at the IDM (internally or externally led) to track progress of research activities • Research outputs (publications, patents, conference participation) • Research inputs (awards, grants, contracts, prizes, fellowships) • Research areas (key areas of expertise, core platforms, equipment, technology) • Research impact (social responsiveness, research visibility) • Monitor funded project (where the incumbent raised the funds) deliverables in consultation with project leaders or awardees • Ensure effective monitoring and evaluation of funded projects (where the incumbent raised the funds) • Ensure the maintenance of physical and electronic libraries of project outputs • Ensure other IDM activities are supported with regards deliverables relevant to the role 	<p>Data is collected continually and databases are up to date and accurate. Researchers have access to the latest statistics and facts about the Institute for crafting research proposals.</p> <p>Projects are supported and monitored effectively meeting deadlines and deliverables, with active communication to all project partners at all phases of the project.</p>

3	Reporting and Marketing	20	<ul style="list-style-type: none"> • Develop reports on the research portfolio of the IDM annually, in collaboration with the Research Administration and Communications Officer and Deputy Director: Enterprise • Develop reports on funded projects (where the incumbent raised the funds) upon project conclusion to funders • Analyze data collected on the research portfolio and on funded projects to provide meaningful insights to funders and the university • Use data from reports for new funding proposals • Convert annual report into marketing materials (in consultation with the Research Visibility Officer) and use this to keep all information sources (such as the IDM website) up to date. 	<p>All activities within the IDM are captured and reported on. The research portfolio of the IDM gains visibility and the reputation and standing of the Institute is enhanced.</p> <p>All funded projects are reported on to funders within their specifications.</p> <p>Information gathered is used to craft new funding proposals, and to demonstrate a history of success.</p> <p>All information sources are kept up to date.</p>
4	Stakeholder relationships and Public relations	10	<ul style="list-style-type: none"> • Identify stakeholders (internal and external) and key contact persons relevant to the portfolio (including: aligned UCT departments and research institutes, local, provincial and national government; private sector, civil society, and local and international university partners) • Develop and maintain positive relationships with stakeholders • Ensure on-going stakeholder awareness of IDM activities and outputs • Promote synergy between IDM and internal and external stakeholders 	<p>IDM establishes and maintains positive, mutually supportive relationships with internal and external stakeholders.</p>
5	Strategic Planning	5	<ul style="list-style-type: none"> • Contribute to the ongoing development of the overarching IDM strategy, with specific reference to the research portfolio • Report on the resources, activities and outputs of the research portfolio at strategy planning meetings • Integrate an awareness of strategy into every decision, activity and interaction 	<p>Research portfolio aligns efforts with high level IDM and UCT strategies for maximum impact.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Master's degree			
Minimum experience (type and years)	5 or more years of work experience in health science sector, with a specific focus on fundraising from non-research sources			
Skills	Strong relationship management and inter-personal communication Demonstrable writing skills Good organizational and time-management skills			
Knowledge	Project management, project proposal development, trans/interdisciplinary research and fundraising			
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	3	Building partnerships	3
	Building interpersonal relationships	3	Individual Leadership	2
	Communication	3	People Management	2
	University awareness	2	Resource Management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Proposal Development and Coordination; Fund Management; Portfolio Management; Project Management; Reporting; Stakeholder Relationships; Strategic Planning; Marketing; Public Relations
Amount and kind of supervision received	Minimal, expected to function independently but with the Enterprise 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 institute 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