

# VACANCY AT WESSA

## Grants Officer

### Brief Overview of the Position

**WESSA** is seeking a skilled and proactive Grants Writer to join its Philanthropy and Resource Mobilisation (PRM) team on a fixed-term contract. The role focuses on researching, developing and submitting compelling grant proposals to trusts, foundations, government entities, and international funders to support WESSA's environmental education, conservation, advocacy, and sustainability programmes across multiple projects and business units.

### KEY PERFORMANCE AREAS INCLUDE:

- Manage the full grant lifecycle: track submissions, deadlines, award acceptance, and follow-ups, support contract and agreement processes (including review of funder templates and grant agreements and coordination with BU Managers and finance for finalisation and compliance).
- Research and identify appropriate grant funding opportunities aligned with WESSA's strategic objectives and programmatic priorities.
- Write, compile, and submit high-quality grant proposals, concept notes, letters of inquiry, and funding applications to a diverse range of funders.
- Develop and maintain a grants calendar to track deadlines, reporting requirements, and renewal cycles for all active and prospective grants.
- Work closely with programme managers and finance to gather data, budgets, and narrative content for proposals.
- Prepare accurate and timely funder reports, including narrative and financial reports, in accordance with grant agreement requirements and deadlines.
- Build and maintain relationships with existing and prospective funders, ensuring professional communication and stewardship.
- Maintain an organised grants database including records of all submissions, outcomes, correspondence, and reporting obligations.
- Monitor grant budgets in collaboration with the finance team to ensure compliance and correct allocation of funds.
- Contribute to the development of WESSA's fundraising strategy and annual income targets.
- Stay informed of trends in environmental philanthropy and funding landscapes locally and internationally.

### Qualifications:

- A relevant tertiary qualification in Environmental Science, Communications, Development Studies or a related field.
- A postgraduate qualification will be advantageous.

### Experience:

- Minimum 5 years of proven experience in grant writing or fundraising, preferably within the NPO or conservation sector.
- Strong understanding of donor compliance, budgeting, logical frameworks, impact measurement, and grant agreement processes.
- A demonstrable track record of successful grant applications and funder relationships.
- Experience working with South African and international environmental or development funders (advantageous).
- Familiarity with funder compliance, reporting frameworks, and project management.

### **Skills:**

- Exceptional written and verbal communication skills in English.
- Strong research, analytical, and proposal writing skills.
- Ability to translate complex programmatic information into compelling funding narratives.
- Proficiency in MS Office (Word, Excel, Outlook) and grant management tools.
- Excellent organisational skills, attention to detail, and ability to meet deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.

### **LOCATION: (Where will the individual be based):**

The individual will be based at one of WESSA's offices in Cape Town, Durban, or Johannesburg.

**NOTE:** WESSA is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. WESSA reserves the right not to make an appointment to the post as advertised.

### **PLEASE FORWARD YOUR APPLICATION TO:**

WESSA Human Resources, via email to: [applications@wessa.co.za](mailto:applications@wessa.co.za)

Please state **Grants Officer** in the subject line; and submit your covering letter, CV and any supporting documentation as a combined, single PDF file.

**CLOSING DATE OF APPLICATIONS:** 12h00 SAST on Friday, 27 March 2026