

VACANCY AT WESSA

Corporate Partnerships Administrator

Brief Overview of the Position

WESSA seeks a results-driven and relationship-focused Corporate Partnerships Administrator to support the development and, management, of strategic relationships with corporate partners and sponsors, which is central to diversifying WESSA's income streams and aligning businesses with environmental impact, sustainability goals, and corporate social investment (CSI) priorities.

KEY PERFORMANCE AREAS INCLUDE:

- Research and prospect new corporate partnership opportunities aligned with WESSA's mission and programmes.
- Support the development of tailored sponsorship and partnership proposals that align WESSA's offerings with corporate CSI, ESG, and sustainability strategies.
- Manage the administration of WESSA's portfolio of corporate partners, ensuring high levels of compliance and engagement
- Support end-to-end corporate partnership lifecycle: research, outreach, negotiations, agreements, activations and reporting.
- Support the development of partnership agreements, sponsorship packages, and memoranda of understanding with corporate stakeholders.
- Coordinate with programme staff to support the development of impactful partnership deliverables, including employee engagement activities, co-branded initiatives, and site visits.
- Maintain partnership schedules, track deliverables, and prepare monthly/quarterly reports and impact updates for partners.
- Maintain an up-to-date donor database of all corporate contacts, partnership records, and pipeline activity.
- Collaborate with the Marketing & Communications team to ensure partner visibility and recognition across WESSA's platforms.
- Contribute to annual corporate income targets and fundraising strategy development.

Qualifications:

- A relevant tertiary qualification in Business Development, Marketing, Environmental Studies, Communications, or a related field an advantage

Experience:

- Minimum 1–3 years of experience in business development, corporate fundraising, or partnership management.
- Proven experience working with corporate clients, ideally in the NPO, conservation, or sustainability sector.
- Experience with ESG frameworks, CSI strategy, and corporate sustainability reporting (advantageous).

Skills:

- Strong interpersonal and relationship-building skills with the ability to engage confidently at corporate level.
- Excellent written and verbal communication and presentation skills.
- Strategic thinking with commercial acumen and an understanding of corporate motivations for environmental partnership.
- Ability to develop compelling, customised proposals and partnership packages.
- Proficiency in MS Office and CRM platforms.
- Self-motivated, target-driven, and able to manage multiple projects and responsibilities simultaneously.

LOCATION: (Where will the individual be based):

The individual will be based at one of WESSA's offices in Cape Town or Johannesburg with occasional travel required.

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

Please state Internal Application: **Corporate Partnerships Administrator** in the subject line; and submit your covering letter, CV and any supporting documentation as a combined, single PDF file.

Closing date of applications: 16h00 SAST, 19 June 2026