



TITLE OF THE POSITION: RESOURCES MOBILIZATION OFFICER

JOB SUMMARY

The Anglican Development service is the development arm of the Anglican Church of Kenya. The organization is charged with promoting development and social justice agenda for the Anglican Church of Kenya. ADS Kenya has an ambition to significantly increase funding program for her program.

The Resource Mobilization Officer will be responsible for building an increasingly, diversified network of resource partners including development partners, corporates, academia, policy-makers, philanthropists and foundations. The officer will target partners who share in the vision of ADS Kenya and provide funds, technical support and other forms of collaboration to meet the current and future needs of ADS Kenya.

The post holder will also be responsible for leading on prospect research and global funding analysis while ensuring ADS Kenya Management has the necessary support to meet business development goals. In addition, the holder will also promote ADS Kenya Nationally, regionally and internationally, raising awareness about the organization's work at various forums and ensuring transparency and regular information sharing with the public. He/she will be a strategic thinker with strong understanding of various media sources and the development sector. This role is responsible for providing leadership in the resource mobilization strategy in response to the emerging opportunities and challenges.

Reporting: The Resource Mobilisation Officer will report to the Executive Director.

SUMMARY OF THE POSITION ROLES AND RESPONSIBILITIES

- (i) Prospect research.
- (ii) Teamwide support.
- (iii) Proposal development support.
- (iv) Donor engagement support.

KEY ROLES AND RESPONSIBILITIES

- i. Facilitate the development of an ADS Kenya Resource Mobilization Strategy that includes securing new, diverse and additional resources for ADS Kenya. The strategy should respond to ADS Kenya's funding needs.
- ii. Facilitate quality assurance, by ensuring quality submission ,competitiveness and alignment with ADS strategies, priorities and strengths.
- iii. Conduct and develop a 5-year funding needs assessment for ADS Kenya.
- iv. Develop a Resource Mobilization Manual that includes standard operating procedures and processes; and define the direction of resource acquisition and utilization, approvals and follow up.
- v. Conducting research on potential donors/partners such as trusts, foundations, companies and high net worth individuals. This includes proactively identifying funding opportunities, as soon as or ideally before they become public knowledge and constantly scans the horizon, network and solicits donor intelligence and share information on donor profiles (policies, preferences, geographical focus).
- vi. Draft appealing proposals and concepts to diverse sources, including development partners, corporate, academia, policy-makers, philanthropists, and foundations.
- vii. Produce Resource Mobilisation Plans and Reports as per stipulated periods and requirements. Includes close working relation with the Finance team in development of appropriate budgets.
- viii. Developing, managing and updating Friends of ADS Kenya databases to record their contacts and preference information; maintaining a network of corporate contacts and effectively managing and maximizing these relationships.
- ix. Develop and Strengthen Partnerships for Joint Proposal Writing especially with credible organizations in the country; including registering with relevant fund raising associations.
- x. Organize resource mobilization events for example, Donor Round Tables.

- xi. Build staff (Both Regional Secretariat and National Secretariat) capacity on resource mobilization at all levels, including development of tools and skills to aid staff in resource mobilization. This will also include, internally building a case for Resource Mobilization by sensitizing staff on the proposition for mobilizing resources.
- xii. Maintain relations with donors and ensure they are consistently and timely informed on important operational Issues. This includes effective communication with donors' focal points and being ADS Kenya's focal point for resource mobilization and sustainability activities.
- xiii. Lead on the after- action review process, engaging in program design and development
- xiv. Cultivate relationships with technical expert(subject matter experts) and ensure internal stakeholders contribute to proposal design and development.

KEY RESULT AREAS

- i. Develop and implement Resource Mobilisation Strategy.
- ii. Produce Resource Mobilisation Plans and Reports.
- iii. Research and identification of relevant resources includes identify Request for Proposals (RFPs) and Request for Applications (RFAs), guide and coordinate responses.
- iv. Achieve appealing proposals and concepts and effective communication with donor focal points. Includes being ADS Kenya's focal point for resource mobilisation and sustainability activities.
- v. Scope for partners and consortiums during proposal development.

JOB REQUIREMENTS

Qualifications and Experience

- i. Master's degree in Social Science, Project Management, Business Communication, Marketing, Public Relations or a related field.
- ii. Minimum 8 years of demonstrated experience in developing fund-raising strategy and institutional resource mobilisation, understanding of the development sector and grants

management. A proven track record of fundraising from major donors, corporate and foundations.

- iii. At least 5 years' experience in NGO Sector.
- iv. Proven competence in written and spoken English, Good writing and editorial skills.
- v. Proven skills in developing and writing successful funding proposals
- vi. Have high energy, confident presenter who is able to engage people and get them to commit funding/and or to partnering with ADS Kenya.
- vii. Strong organizational and time management skills. Also, very strong networking skills and excellent interpersonal relationship skills.

Other Attributes

- viii. A practicing Christian with demonstrated participation in church programs and activities.

ii. How to apply

- iii. Please send us your Cover letter and detailed C.V including your qualifications, testimonials and experience. Your application should also include names and address of three references, working email and day time telephone contacts.

Application Letters , testimonials and letter of recommendation from local priest MUST be send not later than 21st June 2022 addressed to:

The Executive Director

Anglican Development Services Kenya

P.O. Box 40502-00100, NAIROBI

Email address: admin@adskenya.org