

JOB SUMMARY

JOB DESCRIPTION FOR FUNDRAISING OFFICER

Job Title :	Fundraising officer
Department :	Programme
Location :	Nairobi (frequent travel to the field)
Reports to :	Programme Manager
Staff Supervision :	None
Contract period:	One (1) Year
Job Purpose:	Dimensions

The position is responsible for donor engagement, fundraising and proposal writing, and managing high value fundraising projects, international partnership development (IPD) and mobilization of strategic resources to support Organization programmes.

Working Relationships:

- ❖ Senior Management Team
- ❖ Project Team
- ❖ Donor partners and civil society organization and supporters
- ❖ QPSW Program Manager for East Africa, International Fundraising Team,

DUTIES AND RESPONSIBILITIES

Nonviolence | Evidence | Action

A. FUNDRAISING

1. Develop and deliver a comprehensive and coherent fundraising strategy for the organization.
2. Set and achieve realistic time-limited fundraising targets and agreed in consultation with key staff.
3. Create a sustainable and diverse fundraising portfolio, with funding streams including individuals, major gifts, corporates, community, events, trusts/foundations and other grant-makers, with appropriate priorities.
4. Support the development of large-scale multi-country funding proposals to international funders
5. Carry out prospect research and develop a comprehensive fundraising database that captures all relevant information

B. COMMUNICATIONS AND MEDIA

1. Develop standardized fundraising and publicity materials for awareness- and fundraising.
2. Take overall responsibility for the website and related social media.
3. Create a regular quarterly newsletter to share with supporters, partners and funders.

4. Continually seek new and appropriate contacts and partnerships with relevant individuals or organizations.
5. Support advocacy work with key in-country partners, government ministries, funders and international agencies.
6. Develop media contacts and publicize the work of the charity at the national and international level.
7. Uphold and promote the ethos and philosophy of the organization.

C. STRATEGIC AND GOVERNANCE

1. Play a crucial role in shaping the future direction and growth of the organization, through input into SMT meetings and the organizational strategic plan.
2. Take ownership of organizational growth and funding, reporting to the Programme Manager on progress against fundraising targets on monthly meetings.

D. FINANCIAL OVERSIGHT AND REPORTING

1. Lead communication with key donors and funders with the aim of cultivating, growing and sustaining long-term funding and collaboration.
2. Ensure reporting to funders is accurate, transparent and timely.
3. Liaise with the Finance department to ensure the organization's cashflow and financial sustainability through careful budgeting, realistic fundraising targets and coordinating timely access to funds from supporters.

E. GENERAL

1. Develop a deep understanding of the global issue of peace work programmes, including the assessment and quality improvement of AfriNov.
2. Demonstrate commitment to the organization's philosophy of empowering local partners to deliver real and measurable improvements on output and outcomes.
3. Demonstrate the ability to communicate these issues and philosophy effectively to donors, funders, supporters, and partners

QUALIFICATIONS AND EXPERIENCE

Candidates for this role would be expected to possess the following qualifications and experience :

- Bachelor's degree in relevant discipline and minimum of 5 years working experience in resource mobilization
- A strong track record of securing funding for charitable or NGO activities from a variety of funding streams, preferably in the peace and social justice field (essential).
- A strong portfolio of communication and awareness-raising materials (essential).
- Excellent personal contacts and connections with potential donors and partners (essential).

- An understanding of the international peace field and national peace issues in Africa (desirable).
- Ability to meet tight deadlines and work independently, be innovative and creative
- Excellent interpersonal communications skills (written and verbal)
- Ability to draft quality reports and case studies
- Demonstrate strong facilitation, negotiation and networking skills
- Excellent computer skills
- Working in team and team building

Personal Qualities

In all aspects of this role the following personal qualities are essential:

- Excellent planning, time management and organizational abilities.
- Highly motivated and able to work independently to agreed goals and targets and take ownership of the overall fundraising programme of the organization.
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a small close-knit team.
- Sensitivity to differences in culture and nationality with the ability to work closely with colleagues
- Adaptable and flexible to changing circumstances and needs of the role, including flexibility in working hours to ensure coordination with colleagues in different locations and time zones.
- Able to work under pressure, meeting key project and reporting deadlines.
- Commitment to confidentiality and respect for patient anonymity where appropriate.
- Willingness to travel whenever called upon

Applying for the post Contact:

Interested parties should send their full CV and a letter of interest to AfriNov at afrinov@afrinov.org. Suitable candidates will be invited for interview in Nairobi.

Those shortlisted for interview will be provided with a brief on AfriNov financial and fundraising position and asked to develop a summary fundraising strategy to present during their interview.

Closing date: 15th March 2021.

Planned start date: 5th April 2021.