



**Date of Issue: 27<sup>th</sup> October 2023**

## **Partnerships and Resource Mobilization Officer Job Advertisement**

**Job Title: Partnerships and Resource Mobilization Officer (1 post)**

**Reports to: -Chief Executive Officer**

**Direct Reports-Management**

**Location: Kakamega**

**Terms: One year Contract**

**Start Date: T/B/A**

### **About us**

Anglican Development Services Western (ADSW) is the development arm of the Anglican Church of Kenya, Dioceses of Maseno North, Mumias, Butere, Bungoma, Katakwa and Nambale.

It has been involved in development work since the 1980s and was registered as a company limited by guarantee on 6<sup>th</sup> January 1997. ADS Western works with communities in western Kenya and environs from both low and high potential areas who have expressed interest in participating in development initiatives.

Engagement with these communities is through Common Interest Groups. The communities are from different socio-economic, ethnic and religious backgrounds and have varying concerns and priorities.

ADS Western programmes cover the four counties of Western namely; Kakamega, Vihiga, Bungoma, and Busia. Some projects also extend to other counties like Nandi, TransNzoia, Uasin Gishu, Kericho, Siaya, Kisii, and Nakuru counties.

ADS Western seeks to recruit a Partnerships and Resource Mobilization Officer to support in effectively managing ADSW partnerships.

### **Roles and Responsibilities**

- † Develop new programs to support the strategic direction of the organization.
- † Maintain relationships with current and potential funding sponsors and networks with other NGOs in order to create networks in which peer-learning and experience-sharing can occur.



- ✦ Write programme funding proposals to guarantee uninterrupted delivery of services.
- ✦ Support in building public and private sector partnerships with bilateral and multilateral agency offices and other agencies in Kenya.
- ✦ Coordinate the preparation and distribution of all requisite reports for fundraising as set out in the schedules, standards, formats, and agreements.
- ✦ Develop and implement a strategy to grow income from Local donors/foundations based in Kenya and work around strategic positioning of ADS-W to access funding from global foundations.
- ✦ Provide leadership to the fundraising team through coaching, mentoring and modeling in the Development, Modernization and Enhancement (DM&E) aspects of program management.
- ✦ Compile partner profiles on an annual basis and update partner database info
- ✦ Develop tools and systems for effective partnership management.
- ✦ Work closely with the Programme and Finance Staff to conduct partner assessments and action plans for organizational development
- ✦ Conduct and analyse partner feedback surveys
- ✦ Evaluate and prioritise partnership development opportunities and organisational growth plans.
- ✦ Create a partnerships development plan, growth strategy and targets.
- ✦ Identify, research, and evaluate potential business opportunities, partnerships, and funding sources to support the ADSW's initiatives and projects.
- ✦ Meet existing and potential partners and build positive relationships.
- ✦ Prepare projections, reports and present in management meetings
- ✦ Attend events and conferences to promote the ADSW.
- ✦ Create and deliver compelling pitches, proposals, and presentations to prospective partners and funders, effectively communicating ADSW's mission and vision.
- ✦ Remain updated on NGO trends, dynamics and emerging opportunities
- ✦ Perform other organizational duties as may be assigned by the supervisor from time to time.

### **Academic and Professional Qualifications Requirements**

- ✦ K.C.S.E mean grade of C+ plus and above.
- ✦ A Bachelor's degree in Social Sciences, International Development, Marketing, Economics, Communication, or related field. (A Master's degree or post-graduate-level diploma in Development/Business Administration/Social Work will be an added advantage). A masters degree in the relevant fields is an added advantage.
- ✦ Certification in Project Planning and Management, Management for Development Coordinators, Fundraising, Business or any related field.



- ✦ At least five (5) years' experience of successful networking and fundraising in at least one of the areas of public sector partnerships, major donors and trusts/foundations.
- ✦ At least three years of experience in the development sector
- ✦ Demonstrated ability to do both high level strategic and hands-on fundraising and partnerships work.
- ✦ Indicate in the CV, the total number of successful proposals developed and funded in the last 3 years

### **Competencies**

- ✦ Proven track record and ability to network and build positive relations with partners and stakeholders.
- ✦ Tenacity and drive to seek new partnerships and meet or exceed targets.
- ✦ Interpersonal skills for building and developing relationships with partners.
- ✦ Excellent written and verbal communication and presentation skills
- ✦ A team player
- ✦ Experience in proposal writing.
- ✦ Ability to manage complex projects and multi-task.

### **Personal Attributes**

- ✦ Integrity — Job requires consistently being honest and ethical.
- ✦ Dependability — Job requires being reliable, responsible, dependable, and fulfilling obligations.
- ✦ Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- ✦ Be a good model to the other staff and those who visit your office
- ✦ Display high sense of maturity technical ability and detail to discipline.
- ✦ Demonstrate ability to lead and influence others to attain targeted objectives and goals.
- ✦ Ability to communicate effectively with persons from diverse backgrounds, to create a favorable project implementation environment for the community, stakeholders, other employees, volunteers and donors.
- ✦ Maintain strict confidentiality.

### **Compliance with Kenyan Laws**

In adherence to the provisions of The Employment (Amendment) ACT, 2002, ADSW will require the successful candidate to submit clearance documents as outlined in chapter six of the Kenyan constitution.

### **Organizational Compliance Requirement**



ADSW will require shortlisted candidates to provide a recommendation letter from their pastor or church leader.

### **Application procedure**

Interested persons are kindly asked to send their applications by email only with email subject as **Partnerships and Resource Mobilization Officer -Your Name** providing the following documents **to reach us not later than 3<sup>rd</sup> November 2023 5.00 p.m.**

- ✦ Cover letter,
- ✦ Curriculum Vitae (CV)/Resume
- ✦ Three recommendation letters-one must be from a pastor of the church that you go to.

### **Addressed to**

The Chief Executive Officer  
ADS Western,  
P.O Box 2830-50100 **Kakamega**  
email to [recruitment@adswestern.org](mailto:recruitment@adswestern.org)

### **NB**

- ✦ Canvassing will lead to disqualification.
- ✦ Only shortlisted applicants will be contacted.

