

VACANCY

JOB TITLE: Governance and Philanthropy Coordinator

REPORTS TO: Director – Governance, Communication and Learning

About KCDF

Since its establishment in 1997, Kenya Community Development Foundation (KCDF) has built a strong basis for community driven development approaches and is unique in Kenya as a pioneer of public foundations. KCDF works through strategic and carefully selected partnerships in Kenya, both at the national and community level and strongly believes in the ability of communities to identify and prioritize their needs and with a little external support, pursue their own solutions to these needs.

Overall Job Purpose

The job holder will play a leading role in advancing KCDF's push for a vibrant, credible and sustainable civil society sector while promoting stronger community voices and agency in building responsive and accountable governance structures and processes at the national and county level.

The successful candidate will work either directly or with other like-minded stakeholders in supporting an enabling policy and legal environment for CSO's and communities to secure more equitable access to services for the poor and other excluded groups. The person will also leverage on different national, regional and global networks to learn, share and advocate KCDF's collective agenda in promoting philanthropy while strengthening National and regional philanthropy infrastructure.

(philanthropy for social justice)

Key Responsibilities

- Provides guidance to KCDF's governance, research and advocacy work that seeks deepen ways in which KCDF can collaborate with like-minded CSO's, Researchers, Advocacy and Media groups in amplifying the voices of the poor and marginalized communities in governance/policy relevant platforms
- Provide guidance, in line with KCDF's policy/governance influencing agenda, on key legal & institutional frameworks and strategic high-level policy interactions that support an enabling environment for civil society, promote local organized giving/philanthropy and strengthen citizen engagement.

- Identifying spaces that KCDF can learn and share its insights in governance and philanthropy interventions
- Providing leadership for the management and coordination of events and functions related to the governance and philanthropy docket.
- Take lead in exploring, developing and securing resources for the governance and philanthropy portfolio.
- Providing leadership in advocating for an enabling environment for a vibrant, responsible and capable civil society through different advocacy platforms and strategies
- Represent KCDF in national level sectoral convening in advancing KCDF's governance agenda
- Develop a coherent Governance and Philanthropy strategy in line with the new KCDF Strategic Plan 2019 – 2023 to guide the function's work
- Support KCDF staff to integrate governance/policy and philanthropy components to ensure all KCDF work/ interventions promote citizens participation, social accountability and an enabling environment for civil society.
- Offering periodic trainings and technical support on key governance and philanthropy issues to KCDF staff and partners
- Provide leadership in social research to build the philanthropy field and strengthen the knowledge base on development models and approaches to civic society and citizen engagement.
- Develop researched policy briefs and white papers articulating KCDF's position on select governance and philanthropy topics to different stakeholders such as Governments, CSO convenings, academia and media

Key qualifications required:

- A University Degree in development studies or any other relevant area of specialization
- At least 8 years' progressive experience in a governance/policy environment, within a credible development organization
- Excellent analytical and policy articulation skills, communication, writing and public speaking skills
- Excellent proposal writing and fundraising skills with demonstrable success
- Strong leadership, team development and management skills.
- Diplomatic, networking and influencing skills in support of effective collaboration and cooperation with multiple stakeholders
- Strong leadership, team development and management skills.

Applications by qualified candidates should be submitted only by email jobs@kcdf.or.ke addressed to the Executive Director and quoting the position "**Governance and Philanthropy Coordinator**". Attach your current résumé and day time contacts of three referees. The deadline for submission of applications must be received not later 24th January 2019.

KCDF is an equal opportunity employer and only shortlisted candidates shall be contacted