

Job Title: Programs Officer Partnerships & Resource Mobilisation

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| Job Title: Programme Officer Partnerships & Resource Mobilisation | Reports to: Head of Partnerships & Resource Mobilisation |
| Direct Reports: None | Division: Partnerships & Resource Mobilisation |
| Department: Partnerships & Resource Mobilisation | |

Job Purpose

The purpose of this job is to support the mobilisation of funding and the implementation of effective resource mobilisation strategies by primarily engaging in activities that attract and maintain revenue sources, such as cultivating relationships with existing and potential funders and identifying new funding opportunities, including the development of compelling fundraising proposals that clearly communicate the foundation's goals and needs to potential donors. This role's output is key to establishing a strong pipeline of funders to support the foundation's sustainability.

Key duties and responsibilities

1. Resource Mobilisation Strategy:

- Support the execution of the resource mobilisation strategy by providing input to establish clear deliverables and targets that align with the organisation's strategic plan.
- Coordinate the establishment, maintenance, and strengthening of relationships with key funding partners, the Board of Directors, Trustees, and other external stakeholders.
- Support the Head of Partnerships and Resource Mobilisation in the engagement and collaboration with the Board and Trustees in resource mobilisation activities.
- Participate in the implementation of an effective outreach strategy aimed at engaging donors (individuals, the private sector, and international funders) in resource mobilisation activities.

2. Fundraising and Resource Management:

- Support the execution of fundraising and event sponsorship campaigns, ensuring they are strategically aligned with organisational goals.
- Conduct research to identify and develop new fundraising opportunities and areas of potential support that contribute to the long-term sustainability of the foundation.
- Write, and submit compelling funding proposals, concept notes, and grant applications to a variety of donors.

Physical Address

4th Floor, Morningside Office Park, Ngong Road, P.O. Box 10501-00100, Nairobi, Kenya

Telephone & Mobile

(254-20) 8067440/01/01/3540239
 (254) 722168480 / (254) 736449212

Email

info@kcdf.or.ke

- Work closely with the communication team to design and implement effective, diverse activities that raise the profile of the organisation's mission work, thereby enhancing successful fundraising efforts.
- Work in collaboration with the Programmes department to generate donor reports.
- Maintain the organisation's donor management system for efficient tracking and relationship management.
- Provide input and participate in periodic reviews of the foundation's strategy and programs to ensure that resource mobilisation efforts remain aligned with the organisation's overall objectives.
- Any other duties as assigned by management from time to time.

Working relationships

Internal Relationships: The board, programmes team, communication team and Finance Team

External Relationships: Partners, Donors and other stakeholders

Knowledge, experience and qualifications required

- Bachelor's in Marketing, Public Relations, Development Studies, Social Science or related field.
- A minimum of **six (6) years of experience** in a similar fundraising, resource mobilisation, or business development role, preferably within the non-profit sector.

Competencies

Technical & Behavioural Competencies

- Knowledge of fundraising techniques, grant writing, and local resource mobilisation.
- Experience and execution of fundraising events or campaigns.
- Ability to identify, cultivate and maintain relationships with potential and existing partners.
- Ability to analyse data related to program performance indicators.
- Understanding financial planning and budget development.
- Strong verbal and written communication skills
- Familiarity with project management software, CRM systems, and collaboration tools.
- Team player
- Capacity to handle multiple projects simultaneously and meet deadlines.
- Ability to build and maintain professional networks and leverage them for resource development.
- Confidence in representing the organisation at events and meetings.

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Working Conditions

Working Environment: The job is office-based with 10% travel requirement.

Job Hazards: The job has minimal exposure to hazards or risks

How to Apply:

Applications from qualified candidates should be submitted only by email to the Hiring Manager via jobs@kcdf.or.ke, quoting the position applied for as 'PROGRAMME OFFICER-PARTNERSHIPS & RESOURCE MOBILISATION' in the Subject Line. Attach a cover letter, CV with three professional referees and indicate your expected monthly salary in Kenya Shillings.

The application closing date is **5 pm EAT on Tuesday, 19th June 2026**. Only short-listed candidates shall be contacted. KCDF provides equal opportunity. Any form of canvassing will lead to immediate disqualification. KCDF does not charge any application fees.

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