



<b>POSITION</b>	<b>Resource Development and Communications Manager</b>
<b>REPORTS TO</b>	<b>National Director</b>
<b>LOCATION</b>	<b>Nairobi</b>
<b>DIRECT SUPERVISEES</b>	<b>Communications Officer, Volunteer Engagement Coordinator and Volunteer Engagement Officer</b>
<b>RELATIONSHIPS</b>	<b>All departments to ensure seamless flow of HFH programme and operations processes</b>
<b>CATEGORY</b>	<b>Existing position</b>

**Job Purpose**

The Resource Mobilization and Communications Manager is responsible for the overall coordination, planning, development, and management of a public and private sector fundraising and communications strategy to mobilize resources and position HFH Kenya in line with agreed strategic goals.

**Key Responsibilities**

**Resource Mobilization**

- Initiate, review and design all communication and fundraising material for Habitat for Humanity Kenya.
- Develop and implement a fully integrated fundraising and partnership resource mobilization and development strategy.
- Develop, implement, monitor and evaluate fundraising strategies with the overall objective of ensuring that the organization is well resourced to meet its objectives.
- Identify and respond to grant opportunities and maintain a grant tracking matrix as well as a grants database.
- Keep abreast with interests of individual, corporate, government donors, initiate contacts and develop concepts that would interest them in supporting HFH Kenya's work.
- Review monitor and document donor funding policies and trends in the country.
- Maintain consistent and constant communication with past and present donors through thank you letters, newsletters, reports or other communication media.
- Oversee the management of a donor database, track donations as appropriate.
- Initiate contacts with Corporate Social Responsibility Officers and CEOs of companies in Kenya and cultivate interest, giving and participation in construction of low cost housing
- Ensure appropriate representation of the country office at strategic donor, partner and government meetings that could lead to resource acquisition and collaborate. Coordinate opportunities for Country Director to meet with donors.
- Manage the coordination of the grant implementation process in collaboration with other teams, programmes and programme quality including the development of work plans, technical and management approaches, correspondence, budgets, contracts, agreements, reports and close-outs at the country office level.
- Track, monitor, and ensure successful grant and contract management and fulfilment in accordance with donor requirements.
- Support the writing of programme proposals and programmatic reports.
- Works jointly with colleagues and the Programmes team to unify HFHK's image and positioning to existing and potential donors and ensure that synergies are created between the different strategies and activities.
- Supervises the development of fundraising tools, programme funding requirement documents, partner updates, donor

reports and articles for HFHK website.

- Updates donor contact information to ensure current records are up-to-date
- Explores capabilities of donor management system and shares this knowledge with staff
- Supports research for funding opportunities and draft proposals as well as completing grant reports

#### **Communication**

- Ensure appropriate representation of the country office at strategic donor, partner, and government meetings that could lead to resource acquisition and collaboration.
- Develop creative and effective print and electronic marketing /public awareness material that utilize personalized stories/ testimonials, program outcomes and engaging images.
- Manage a positive public image of the organization by engaging local and international media on the work the organization is doing and representing the organization in forums that align with the organization's mission and vision.
- Manage and maintain a constantly updated website of the organization to communicate to the wider public on the organization's mission and vision.
- Manage performance of the communications officer.
- Discharge management functions as may be delegated

#### **KEY PERFORMANCE MEASURES / INDICATORS**

- Funds fundraised
- Partnership & networks developed
- Prompt submission of donor reports.
- Smooth co-ordination of GV programs.

#### **QUALIFICATIONS**

- A Bachelors 's degree in an associated field such Social Science, Journalism and International Development

#### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

- Proficiencies in spreadsheet, networking and database management
- Attentiveness to detail and ability to work well under pressure.
- Excellent research, information management and networking skills.
- Strong analytical, research and report writing skills as well as excellent presentation and facilitation skills.

#### **EXPERIENCE**

- At least 7 years' experience in charge of fundraising and communications in a NGO.
- Demonstrated experience preparing, writing and managing grants and contracts.
- Demonstrated creativity and productivity in resource mobilization, marketing and communications.
- Demonstrated ability to listen to and support programme staff and partners, and to work with communities in a sensitive and participatory manner.

#### **OTHER INFORMATION**

- Ability to work long and odd hours, including weekends and nights
- Confidentiality
- Honesty
- High levels of integrity