



<b>POSITION</b>	<b>Volunteer Engagement Coordinator</b>
<b>REPORTS TO</b>	<b>Resource Development and Communications Manager</b>
<b>LOCATION</b>	<b>Nairobi</b>
<b>DIRECT SUPERVISEES</b>	<b>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>New position</b>
<b>DATE</b>	<b>08-2018</b>

**Job Purpose:**

To raise the profile of HFHK as a significant player in seeking real and tangible as well as policy solutions to address shelter poverty in Kenya . It is also to implement an Advocacy and Communications strategy and initiatives to change housing policy, systems and processes to improve the lives of low income people.

**Key Responsibilities**

- Serve as a Habitat for Humanity Kenya ambassador in interactions with prospects, donors and volunteers throughout the development of corporate partnerships.
- Collaborate with Resource Development Manager to develop an overall fundraising strategy to meet/exceed revenue goals.
- Research prospect corporations, develop contacts and cultivate relationships leading to volunteer and donor opportunities.
- Create new partner proposals, presentations and project management plans.
- Define account-specific strategies that deepen partner engagement with Habitat and foster mutually-beneficial, sustainable, mission-centered partnerships.
- Maintain and expand existing corporate partner relationships through on-going communication and solicitation as appropriate; ensure timely renewals and continued partnership growth.
- Leverage opportunities for high-touch stewardship such as invitations to HFH Kenya events and executive-led volunteer experiences.
- Support planning, promotion and development of donor events. Ensure volunteer teams include all of the donor’s requests.
- Maintain an adequate pipeline of potential partnerships through systematic and ongoing prospecting activities; proactively pursue business networking opportunities and establish relationships with business leaders to seek qualified leads.
- Execute all duties necessary for the successful implementation of partnerships, including cross-functional collaboration with finance, programmatic subject matter experts, communications, legal

and other stakeholders, as appropriate.

- Execute all project management processes including managing file system to host all documentation related to corporate partners.
- Collaborate with finance to set up necessary project codes and financial reporting systems to monitor and report on partnership donations.
- Create agendas and draft talking points for prospect meetings and calls; develop and route pre-reads to participants; draft meeting notes/highlights, including action items.
- Develop and deliver creative and powerful presentations and proposals for corporate partnership opportunities; ensure organizational leadership involved in pitch are briefed and prepared for meetings.
- Track respective prospect interactions (meeting notes, emails, and important communications) and associated documentation in donor management database.
- Make sure reports are submitted on time, in donor template and are of appropriate quality.
- Participate in department and organizational meetings, events and initiatives.

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

- Total number of volunteers mobilized.
- Total volunteer hours offered on volunteer service.
- Number of families, trainings, projects or services supported through VE.
- Number of repeat volunteers and referrals.

#### **QUALIFICATIONS**

- A Bachelor's degree in Community / Program development, Economics, Business or related field.

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

- Well-developed oral and written communication skills and financial analytical skills
- Willing to undertake new, different, and/or unfamiliar assignments and tasks.
- Ability to articulate the organization core mission, values and products.

#### **EXPERIENCE**

- Minimum five years' experience programme experience in the NGO sector
- Experience in developing and nurturing strategic partnerships.

#### **OTHER INFORMATION**

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