



<https://kgga.co.ke/job/resource-mobilization-officer-vacancy/>

#### Description

**RESOURCE MOBILIZATION OFFICER**  
The Kenya Girl Guides Association (KGGA) is a member organization of the World Association of Girl Guides and Girl Scouts (WAGGGS). KGGA is one of the largest and oldest girls only organization in Kenya. KGGA operates through value based programmes and has a national membership of girls and young women representing every race, ethnicity, culture, class and religion in Kenya. The Association is looking to fill the position of **RESOURCE MOBILIZATION OFFICER** who will be reporting to the National Executive Officer.

#### Hiring organization

**Employment Type**  
The Kenya Girl Guides Association (KGGA)  
January 10, 2023

## Job Objectives:

The Resource Mobilization Officer responsible for the management of Association's fundraising initiatives and overall oversight and coordination of donor engagement and all fundraising and proposal writing; building an increasingly, diversified network of resource partners including development partners, corporates, academia, philanthropists National and County Governments and foundations who share in the vision of the Association; create collaborations to meet the current and future needs of Kenya Girl Guides Association. This role is responsible for providing

**Responsibilities**  
Responsible for the resource mobilization strategy in response to the emerging opportunities and challenges.

1. Develop and implement the Association's Resource Mobilisation Strategy that includes securing new, diverse and additional resources/funding for the Association. The strategy should respond to KGGA's funding needs.
2. Mobilizing financial and non-financial resources from private sectors entities, individuals and
3. Produce Resource Mobilisation Plans and
4. Achieve appealing proposals and concepts and effective communication with donor focal
5. Association's focal point for resource mobilisation and sustainability
6. Conduct and develop funding needs assessment for
7. Develop a Resource Mobilization Manual that includes standard operating procedures and processes; and define the direction of resource acquisition and
8. Conducting research on potential donors/partners such as trusts, foundations, companies and high net worth individuals. This includes proactively identifying funding opportunities, as soon as or ideally before they become public knowledge and constantly scan the horizon, network and solicit donor intelligence and share information on donor
9. Draft appealing proposals and concepts to diverse sources, including development partners, corporates, academia, policy-makers, philanthropists, and
10. Monitor donor reporting and grant expenditure deadlines; responding to these deadlines while participating in the preparation of quality financial and narrative reports to donors
11. Work closely with the Finance team in development of appropriate
12. Developing, managing and updating Friends of Guiding databases to record their contacts and
13. Maintaining a network of corporate contacts and effectively managing and maximizing these
14. Develop and Strengthen Partnerships for Joint Proposal Writing especially with credible
15. Registering the Association with relevant Fund Raising Associations.

16. Manage al KGGA Centres for revenue collection.
17. Organize resource mobilization
18. Undertake other duties as your line manager should require in keeping with the responsibility of the post.

### Qualifications

- Bachelor's degree in Social Science, Business Communication, Marketing, Public Relations or a related
- Minimum 2 years of demonstrated experience in developing fund-raising strategy and institutional resource mobilisation, understanding of the development sector and grants management. A proven track record of fundraising from major donors, corporate and
- At least 5 years' experience in NGO
- Proven competence in written and spoken English, Good writing and editorial
- Proven skills in developing and writing successful funding proposals
- Have high energy, confident presenter who is able to engage people and get them to commit funding/and or to partnering with

**Comments** Strong organizational and time management skills. Also, very strong networking skills and excellent interpersonal relationship skills

## How to Apply

Please submit a cover letter illustrating your suitability for the positions together with a detailed CV to [vacancies@kgga.co.ke](mailto:vacancies@kgga.co.ke) by **31<sup>st</sup> January 2023**. Indicate **RESOURCE MOBILIZATION OFFICER** in the Subject Line. Late applications or hard copies will not be considered. **Please note:** At no point in the entire recruitment process shall the candidate have to pay any money as a condition of engagement. Only shortlisted candidates will be contacted.