

REF: ACT/AFC&RD/3/08/2026

19/08/2026

VACANCY ANNOUNCEMENT

ASSOCIATE CONSULTANT – FUNDRAISING & RESOURCE DEVELOPMENT

Act Change Transform (Act!) is a local Non-Governmental Organization whose mission is to facilitate the empowerment of marginalized people and communities in Kenya and neighbouring countries, to become active participants in their development by enabling them to: stand up for their rights; demand good governance in the management of resources; and participate in decision-making processes. Act! does this through implementing partners, offering them capacity development, management of grants so that value for money is achieved and providing strategic leadership in national advocacy for the benefit of women, youth, people with disabilities and other marginalized communities

Role Summary

Act! is seeking to recruit an **Associate Consultant in Fundraising & Resource Development**. The position holder will provide specialized technical support in resource mobilization. This role focuses on managing efforts to cultivate and find new partnerships, facilitating essential linkages to potential new opportunities for funding and collaborations, and actively participating in the design and development of concepts, proposals, and grant application packages in line with requirements and guidelines. S/he will contribute to ensuring that the Resource Mobilization and Unrestricted Income Generation efforts of the organization match the strategic requirements for program development, growth, and sustainability - by extension, the mission of Act! is sustained and the strategic objectives realized.

Key Responsibilities

The Associate Fundraising Consultant will, as required and by mutual agreement, provide technical support and leadership in general, or on very specific fundraising strategies closely linked to the Act! Strategic Plan 2025-2029.

1. Implementation of the Act! Resource Mobilization Strategy:

As the associate fundraising consultant, you will contribute to the actualization of the Act! Resource Mobilization Goals and Periodic Targets. To achieve this, the consultant will:

- Effectively translate the set goals, specific funding objectives, and targets into actionable items with clear timelines.
- Disaggregate the above by the Programmatic Platforms of Act Change Transform.
- Scan and track relevant funding opportunities from bilateral donors, multilateral agencies, foundations, and private sector partners aligned with Act's mission, vision, and strategic priorities to determine strategic fit and competitiveness.
- Maintain an up-to-date pipeline of opportunities within the agreed scope and support the prioritization based on fit, competitiveness, and organizational capacity.
- Contribute to the development and periodic review of the organization's resource mobilization strategy and annual fundraising targets.

- Leverage relevant donor, partner and sector networks to identify and facilitate new business and funding opportunities.
- Work collaboratively with Act!'s Senior Management and the Program Managers as may be required to achieve success.

2. Proposal and Concept Note Development & Writing

As the associate fundraising consultant, you will contribute to the development, writing, and submission of the highest-quality proposals, concepts, and partnership documents to achieve Act!'s Resource Mobilization Goals and Periodic Targets. To achieve this, the consultant will:

- Lead or co-lead with the relevant internal subject matter expert or jointly with other consultants for the agreed scope and focus areas, the development of high-quality concept notes (CNs), expressions of interest (EOIs), full proposals (FPs), that meet the requirements of the donor or partner.
- Coordinate technical inputs from all relevant internal and external stakeholders (e.g. programme, finance, grants, and MERL teams for coherent, compliant, and competitive outputs for submissions within very tight deadlines.
- Where there is donor feedback, provide support in the refinement of such project documents to the satisfaction of the prospective donors and internal quality standards.
- Where an opportunity is successfully secured, support the subsequent program delivery or transition process in an agreed capacity, such as Advisor, Associate Consultant, Subject Matter Expert or other mutually agreed role (this is optional).

3. Donor Engagement, Relationship Management and Knowledge Contribution

The associate fundraising consultant may also have their scope extended to include pre- and post-design and negotiation phases of the fundraising cycle. As a consequence, she/he may be required to:

- Support negotiations and engagement with prospective donors, partners and clients if necessary.
- Support the development and maintenance of donor or partnership engagement plans, tools and materials.
- Identify opportunities for multi-stakeholder or consortium-based engagement that strengthen the organization's positioning with larger or more competitive donors.
- Contribute to internal learning on what works in donor engagement, documenting successful approaches and lessons that can be applied across the team.
- Track and report on fundraising metrics (pipeline value, win rates, donor diversification) to senior management.

Performance and Success Measures

The Associate Consultant's performance will primarily be assessed against measurable business development and resource mobilization outcomes, including;

- Value of funding or business successfully secured.
- Number and quality of new programmes or partnership contracts signed annually.
- Quality and competitiveness of proposals and concepts developed.
- Opportunities successfully progressed from identification through to award.

Compensation and Engagement Model

This is a performance-based associate consultancy engagement and not a salaried or full-time employment position. The parties will agree on the methods and systems of compensation. This

may be unique to each associate consultant. The engagements will be on one-year renewable agreements with clear deliverables and performance review milestones.

Qualification, Experience and Skills

Academic Qualifications: Bachelor's degree in Development Studies, Resource Mobilization, Business Management, International Development or a related field. A Master's degree or relevant postgraduate qualification will be an added advantage.

Professional Experience: Minimum 10 years' fundraising experience with a demonstrated track record of successfully contributing to or leading competitive proposals for bilateral/multilateral donors in Kenya and the Eastern Africa Region in sectors relevant to the work of Act!. These include Democracy & Human Rights; Peace Building and Conflict Transformation; Sustainable Environment & Natural Resource Management; and Civil Society Strengthening. Experience in partnership development with nontraditional donors is highly desirable.

Other Essential Skills and Key Competencies

- Demonstrated experience in project (programmes) design and development.
- Demonstrated proposal and concept note writing skills.
- Strong interpersonal skills.
- Strong presentational skills.
- Strong oral and written communication.
- Strong listening and questioning skills.
- Extensive understanding of the donor and funding landscape.
- Good process facilitation and project management skills.
- Strong conceptual, presentation, and writing skills.
- Can multitask and work seamlessly (and concurrently) with multiple project teams.
- Demonstrated research and analysis skills.

Complexity and difficulty of the work

The role requires a high level of initiative, strategic thinking, sector knowledge, professional networks, and demonstrated ability to convert opportunities into tangible funding and program outcomes. The Associate Consultant will operate as an independent professional working in association with Act!, rather than as a member of Act!'s permanent staff establishment. Assignments will be undertaken based on agreed scope of work and mutual availability. The Associate Consultant may work with other organizations or clients, provided there is no conflict of interest with Act! or a specific engagement.

How to Apply:

If you meet the requirements in the position description, please submit (1) a detailed and current CV; (2) an Application Cover Letter demonstrating why you qualify for the position. The CV should include at least three (3) recent references, including their current contact details. Submit all application documents (merged into a single PDF) electronically to hr.admin@act.or.ke, quoting the reference number **ACT/AFC&RD/3/08/2026** in the email subject line.

The deadline for application submission is **COB, Wednesday 2nd September 2026**.

Act! is an equal opportunity employer committed to maintaining the highest standards of integrity, ethics and accountability in all its operations. We uphold a zero-tolerance policy to fraud, bribery, corruption and any form of exploitation or abuse. As part of our commitment to safeguarding and promoting the welfare of children and young people, all staff and partners are expected to share this dedication and adhere to our Codes of Conduct.