



**REF: ACT/FRRD/10/2024**

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## **VACANCY ANNOUNCEMENT**

### **FUNDRAISING & RESOURCE DEVELOPMENT LEAD (ACT/FRRD/10/2024)**

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 neighboring 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 a **Fundraising & Resource Development (FRRD) Lead** who will be responsible for management efforts in finding 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 the requirements or guidelines to it. 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**

##### **Resource Responsibilities**

Specifically, the FRRD Lead will be responsible for but not limited to:

- Participates as an active member of the resource mobilization team.
- The FRRD Lead will work collaboratively with the Senior & Program Managers and may have operational FRRD market analysis and assessment of current and potential opportunities for Act!
- Support the review and analysis of calls (Requests) for proposals to determine the alignment with Act! mission and vision.
- Offer expertise in establishing suitability, competitiveness, and success potentials for each opportunity (published, or unsolicited).
- Be a strong team member of the FRRD team at Act!

- Contribute to (and sometimes lead) the actual design and proposals (and concepts) writing in the form of proposals and concept notes.
- Support the actual delivery of the new businesses developed in a capacity determined at the design phase (Advisor, Associate Consultant, Subject Expert, etc.) and for which the terms and conditions shall be agreed upon.

### **FRRD Performance Standards & Measurement**

- Contribute to the establishment of high FRRD standards of excellence for Act!
- Support the establishment and documentation of new program ideas and strategic opportunities for the development of full proposals by various program platforms.
- The performance of this role shall be measured by the actual outcomes from all the fundraising efforts that the Associate has participated in (actual funds received and new partnerships established).

### **Qualification, Experience and Skills:**

#### **Academic Qualifications**

A Bachelor's degree in a relevant development field, resource mobilization, Business & management, or related field. A master's degree will be an added advantage.

#### **Professional Qualifications**

Must demonstrate mastery of resource mobilization techniques and corresponding success in the development sector as well as in the technical and advisory services realm (Technical Assistance) in sectors relevant to the work of Act!

#### **Experience**

Minimum 10 years' experience in Fundraising and Resource Development 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.

#### **Essential Skills and Competencies**

- Demonstrated experience in project (programs) design and development.
- Demonstrated proposals and concept notes writing skills.
- Strong interpersonal skills.
- Strong (re)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**

- A demanding job that requires tolerance and sector knowledge

### **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 indicating the current or the last gross salary and three referees including their most current contact details. All applications should be submitted electronically to [hr.admin@act.or.ke](mailto:hr.admin@act.or.ke) quoting the reference number **(ACT/FRRD/10/2024)** and **position** on the e-mail subject line.

The deadline for application submission is **COB, Friday 15<sup>th</sup> November 2024.**

**Act! is an equal opportunity employer with zero tolerance for corruption.**