

STAREHE GIRLS'  
CENTRE



## **Vacancy Announcement:**

### **Resource Mobilization & Partnership Manager**

Starehe Girls' Centre is charitable Institution, Incorporating a National High School and Skills Training Programme for girls. It seeks to recruit a person to fill the position of Resource Mobiliser and Partnership Manager. Overall responsibility will be in-charge of the development and execution the Centre's resource mobilisation strategy. Interested candidates are asked to access the job profile and requirements **enclosed** or from the following website:

[www.starehegirlscentre.sc.ke](http://www.starehegirlscentre.sc.ke)

**Applications to be received on or before  
29 March 2024**

**Step 1 - Fill online Form (Link Below)**

<https://forms.gle/PNY7BfBjB5Cox7VA6>

**Step 2 - Submit CV, Copies of certificates, ID, PIN to:**

[recruitment@starehegirlscentre.co.ke](mailto:recruitment@starehegirlscentre.co.ke)

Only shortlisted candidates will be contacted.

# **STAREHE GIRLS' CENTRE**

## **JOB DESCRIPTION**

**POSITION:** RESOURCE MOBILIZATION & PARTNERSHIP MANAGER  
**REPORTING TO:** HR AND ADMINISTRATION MANAGER  
**DIRECT REPORTS:** SPONSORSHIP ASSISTANTS

### **Job Purpose**

The officer will be responsible for the overall in-charge of the development and execution of the Centre's resource mobilization strategy. The Officer will be working closely with the Resources Mobilization Committee, Boards of Trustees and Management, the school Management and the Finance office will also offer the support that maybe required.

### **Key duties and responsibilities**

The roles & responsibilities of the subject position are as under:

1. Developing, implementing and monitoring resource mobilization and partnership strategies that includes yearly targets to meet the financial needs of the Centre.
2. Lead the identification of new donors, maintain and develop relationships with potential funders by strategically mapping donors and recruiting funders to align interests and impact of the Centre; being current and up to date with available resource mobilization initiatives and legal issues affecting corporate resources mobilization.
3. Conduct research on potential partners/donors/alliance such as foundations, alumni chapters, trusts, societies, companies and find partners whose funding criteria match the Centre's vision and activities.
4. Develop high quality funding proposals, funder briefings and packets, funder reports, and maintaining communications with funder organizations; ensure all partners receives appropriate and timely reports and updates; understand reporting requirements for various partners.
5. Oversee and manage the work and staff of the Centre's sponsorship office – including ensuring adequate responsiveness to individual sponsors; work closely with other staff in regard to conceptualization; writing, reviewing needed documents; communication and submission of the relevant documents for targeted resources mobilization initiatives.
6. Develop and coordinate resource mobilization communication materials and ensure that fundraising and resource mobilization information are up to date online and social media presence including the Centre's web-based resource mobilization.
7. Establish partnerships and collaboration with strategic non-financial partners.
8. Contribute to the production of the Annual Review and Newsletter, including writing, copy, liaising with printers and designers, distribution to Starehe Girls sponsors, donors and partners.
9. Collate case studies, photographs and video from various school events in conjunction with the school Information and Technology department for use later and to store in the Centre archive.

10. Aim to train and sensitize other staff members on resource mobilization skills and strategy in order to build effective resources mobilization team.
11. Developing the annual work plans based on approved strategy together with expenditure and revenue budget for each resource mobilization initiatives.
12. In liaison with the BOT Resource Mobilization committee, prepare annual fundraising activities; Golf, walk, dinner etc.

### **Qualification**

1. Master's degree in Social Science, Business Communication, Marketing, Public Relations or a related field from a recognized University.
2. Bachelor's Degree in international development, International Relations, Development or any related field from a recognized University.
3. In possession of additional programme and resource mobilization training will be an added advantage.

### **Knowledge, experience, and qualifications**

1. A minimum 8 years (5 of which should be in not for profit or NGO Sector) of demonstrated experience in developing fund-raising strategy and institutional resource mobilization, proposal and grants writing, reporting and subsequent management of the same.
2. A proven track record of fundraising from major donors, corporate and foundations.
3. A proven track record of character consistent with the ethos of Starehe.
4. Must be IT savvy with experience in modern computer packages to support decision making and operation of all functions.

### **Key competencies**

1. A self-driven individual who is committed to sacrificial service, excellence, accountability, and leadership that is solely focused on the students and the good name of Starehe.
2. An individual of impeccable character, integrity, and good moral standing.
3. Excellent organizational skills: flexible and able to multi-task, with demonstrated resourcefulness in setting priorities.
4. Attention to detail and accuracy, planning and organizing.
5. Strong communication skills
6. Problem analysis
7. Strong judgment and problem-solving and supervisory skills
8. Strong sense of accountability, integrity, and ability to handle highly visible responsibilities.
9. Ability to take initiative, act independently and direct one's own work.
10. Guided by exceptional common sense, maturity, discretion, and the ability to maintain confidentiality.