

**Resource Mobilization and Communications Officer JD**

**Job Title:** Resource Mobilization and Communications Officer

**Employment Type:** Full Time

**Starting Date:** September 9<sup>th</sup>, 2025

**Employment Term:** 1 year (Renewable)

**Job Category:** Programmes

**Supervisor:** Executive Director

**Job Summary:**

The Resource Mobilizer and Communications Officer will lead the design and implementation of fundraising strategies and communication efforts to support the organization's mission. This position plays a pivotal role in mobilizing financial and non-financial resources, strengthening visibility, and fostering stakeholder engagement.

**Key Responsibilities**

- **Resource Mobilization**
  - Develop and implement resource mobilization strategies and work plans.
  - Identify and pursue funding opportunities from donors, foundations, and corporate partners.
  - Prepare high-quality grant proposals, concept notes, and donor reports.
  - Maintain donor relationships and manage partner engagement.
- **Communications and Branding**
  - Lead the development and implementation of the organization's communications strategy.
  - Oversee content creation for digital platforms, newsletters, press releases, and reports.
  - Manage the organization's social media accounts, website, and branding materials.
  - Build and maintain media relations to increase organizational visibility.
- **Strategic Partnerships and Networking**
  - Represent the organization at donor meetings, networking events, and forums.
  - Coordinate with program teams to gather content and impact stories for outreach.
  - Establish and maintain partnerships with relevant stakeholders and networks.
- **Monitoring and Evaluation**
  - Track donor trends and funding landscapes.
  - Monitor and evaluate communication and fundraising activities for impact and improvement.

**Remuneration:** Consolidated Pay OF Ksh. 40,000.00



### Qualifications and Experience:

- Bachelor's degree in Communications, Public Relations, Development Studies, or related field (a Master's degree is an added advantage).
- Minimum of 3-5 years of experience in resource mobilization and communications, preferably in the non-profit sector.
- Proven experience in proposal writing, donor reports, and overall donor engagement.
- Strong written and verbal communication skills.
- Proficiency in digital communication tools such as Canva, Adobe, or similar, and graphic design skills.
- Experience in social media management and digital marketing skills, including experience with SEO, Google Analytics, and paid ads.
- CRM/donor database management experience (Salesforce, or similar) or other CRM tools, and ability to analyze data and monitor KPIs.
- Event planning experience: required for managing donor visits, community events, and campaigns.
- Basic design and video editing: for rapid content creation.
- General understanding of compliance: Fundraising regulations in Kenya and for international donors.
- Cross-cultural communication to engage a global donor base.
- Added bonus if you have experience in events, individual giving, crowdfunding, and online campaigns.

### Key Competencies:

- Ability to work independently and within a team
- High level of personal integrity
- Strategic thinking and creativity
- Excellent interpersonal and presentation skills
- Strong writing, editing, and storytelling ability
- Ability to multitask and manage competing priorities
- Initiative, adaptability, and a results-driven approach

**Application Deadline:** August 28<sup>th</sup>, 2025

**How to Apply:** visit <https://www.hopeksai.org/careers>

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