

Communications and digital social media intern

Job Title: Communications and digital social media intern

Employment Type: Full Time

Starting Date: March 15th 2026

Employment Term: 3 Months

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

- **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.
- **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.
- **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. 22,000.00

HOPE FOR KENYAN SLUM ADOLESCENTS INITIATIVE

P.O. BOX 27649-00506, Nairobi. Tel: 0769164752,

website: www.hopeksai.org, email: ksaihope@mail.com, info@hopeksai.org.



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: February 28th, 2026

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

Hope for Kenya Slum Adolescents Initiative is an equal opportunity employer. We encourage applications from qualified individuals regardless of race, gender, disability, or religious beliefs.

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