



**Position:** Resource Mobilization Manager

**Reports to:** Head of Programs and Head of Finance

**Direct Reports:**

### **Who We Are**

Uraia Trust is a leading national organization whose mission is to provide quality civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. Per its recently launched Strategic Framework (2021 - 2025), Uraia Trust believes that if Kenya has an informed and empowered citizenry, then Kenyans will be better equipped to take personal and collective responsibility for the country's democratic transformation. This goal will be accomplished through three outcome areas: i) an effective ecosystem for continuous quality civic education and engagement ii) increased responsiveness and accountability in Kenya's public spaces iii) develop a national consensus on Utu.

### **The Position**

We are looking for a Resource Mobilisation Manager to design, manage and implement fundraising and resource mobilization strategies to generate and secure adequate resources for the implementation of Uraia's strategic goals. The Resource Mobilisation Manager will be the custodian of the fundraising process (proposals, agreements, reports etc.) and oversee resource mobilization locally and externally through the growth of a portfolio of partners who provide funding and other means of support, networking with outside funding agencies, other NGOs; individual, legacy and corporate giving, and government entities, and positioning Uraia as the partner of choice for funding. In addition to strong technical knowledge and experience, the Resource Mobilisation Manager will be a key leader within Uraia, whose leadership style should reflect high Emotional Intelligence (EI) and their ability to lead while nurturing talent.

### **KEY RESPONSIBILITIES:**

#### **Resource Mobilization**

- Responsible for leading resource mobilization/ fundraising activities.
- Develop/update and lead in the implementation of resource mobilization strategy, plans and tools in alignment with Uraia's values.
- Develop and implement individual and voluntary giving strategies and infrastructure.
- Develop new income streams including major donors, regular giving and legacy funding, among others.
- Ensure that resource mobilization baselines are established for the achievement of objectives of the strategy are regularly evaluated; analysis is undertaken to continuously improve the effectiveness of the strategy, approach and activities; results and reports are prepared and shared on a timely basis.
- Analyse funding landscape, trends, and opportunities using the intelligence gathered to inform strategies and bring to the attention of the relevant teams and leaders for decisions on next steps.
- Investigate the trend of funder interests and highlight their relevance to Uraia and its programmes.
- Identify programme priorities, seek aligned opportunities, lead the bid development process.

- Lead the agreement process (MoU, Teaming Agreement, Grant/contract Agreement, etc.) with funding partners.
- Develop capacity documents and other materials in collaboration with other team members.
- Build the profile of the organization among donor/client/prospective consortium partners.

### **Relationship-building**

- Responsible for cultivating, coordinating, and nurturing relationships with development partners/partners/individuals/ private sector/government bodies.
- Develop and implement a corporate engagement strategy.
- Develop and update collaboration and partnership strategies for scaling up programme impact and diversify revenue sources.
- Engage Uraia's leadership and management team for relationship building with the government and funding partners.
- Ensure the participation of funding partners/ government organizations in project sites and public events of Uraia.
- Showcase project progress and achievements to development partners via field trips.
- Take leadership for in-country networking (through participation in forums/working groups/platforms).
- Research and strategize potential partners to enhance business relationships.
- Promote linkages to institutional funding sources and the corporate sector.
- Build the capacity of Uraia's Implementing Partners to mobilise resources to ensure sustainability.
- Identify and nurture relationships with peer organizations for consortium building for possible fundraising bid submissions and implementation in collaboration with programme, policy and campaign.

### **Human Resource**

- Lead the development of fundraising skills for the team and Implementing Partners.
- Coaching and mentoring of staff within the team.
- Ensure compliance with all relevant policies, adherence to Uraia's core values and implementation of audit recommendations.
- Orient relevant staff of all departments to funding requirements and work closely with all Uraia departments and field units to comply with funding partner requirements.
- Undertake performance appraisal for resource mobilisation staff and support their learning and growth.
- Undertake other tasks as required by the immediate supervisor.

### **Qualifications**

- A Master's degree in International Development, social sciences or a related field from a recognized University;
- Have at least eight (8) years working experience in resource mobilization function in an I/NGO or a large organization of which at least two (2) years must have been in a management position;
- Demonstrable understanding of programming issues and policy work;
- Have practical experience in resource mobilization including proposal development, development partner reporting and managing diverse external relationships;
- Experienced in monitoring and overseeing large budgets and taking strategic decisions on most cost-effective solutions, taking into considerations funders' requirements;

- Able to work independently to drive resource mobilisation growth and influence and lead others to support this work;
- Experienced in identifying funding information sources and carrying out in-depth research on funding opportunities;
- Excellent communication skills with a proven ability to explain complex issues clearly for external audiences;
- Excellent organizational, planning and coordination skills, ability to determine priorities and attention to detail are essential;
- Ability to work in a multicultural context as a flexible and respectful team player/builder;
- Ability to share knowledge with colleagues and develop them;
- Willingness to travel to the field as and when needed;
- High-level of knowledge and practice with Word, Excel, Outlook, etc. required;
- Work in a multi-sectoral/multicultural team with multiple stakeholders (government authorities, beneficiaries, implementing partners, program staff, development partners)- patience, cultural sensitivity and application of contextual understanding in day-to-day work;
- Ability to work with tight deadlines for report writing/information needs; and,
- High emotional intelligence, people management and interpersonal skills.

#### **Personal Qualities**

- Motivated and inspirational leader.
- Impact-driven, innovative and pro-active.
- Team Builder.
- Growth mindset.
- Values-oriented.

The engagement for this position will be for an initial contract of three years that is renewable subject to performance and availability of funding. For more details about Uraia, please see the Uraia Trust website <https://uraia.or.ke>. Any form of canvassing shall lead to automatic disqualification.

If you believe your career objectives match this exciting position, please forward your application letter and detailed CV, expected salary, contact details and quote reference number **UT/2022/07/02** with the subject being Application for Resource Mobilisation Manager by close of business on 2<sup>nd</sup> February, 2022 addressed to:

**The Human Resource Unit, Uraia Trust,**

**P. O. Box 2851-00100,**

**E-Mail: [jobs@uraia.or.ke](mailto:jobs@uraia.or.ke)**