



## THE MANGO TREE ORPHAN SUPPORT TRUST - KENYA

P. O. Box 11, 40332 Kosele, Via Kendu-Bay, Kenya,

Tel: 0733 717496, 0722 692 999 or 0773 299840

21st December 2023

### JOB ADVERTISEMENT

#### **BACKGROUND**

The Mango Tree Orphan Support Trust-Kenya (TMT-Ke) is a duly registered organization operating within Homa-Bay County in Western Kenya. Committed to fostering community development, the organization employs a holistic approach across diverse projects. These initiatives aim to transform the community by prioritizing the education of vulnerable children, fostering economic resilience through livelihood projects, empowering women and girls, and promoting environmental conservation. TMT-Ke is seeking to recruit qualified and competent individuals as Resource Mobilizer.

#### **SCOPE OF THE JOB (Fundraiser /Resource Mobilizer Officer. Ref: TMT/ADV/01/2023)**

Under the direct supervision of the **Country Director** and supported by the management team, organize details of all activities related to resource mobilization and fundraising for the organization. She/he will use expertise and experience in communication and a keen sense of initiative to identify fundraising opportunities, organize fundraising events, write funding proposals, and concept notes, create marketing and promotional activities for the organization, and develop relationships with existing donors.

#### **Key Responsibilities**

- Develop and implement a fund-raising strategy program or plan: Responsible for the development and implementation of the organization's annual and semi-annual fund-raising plan with clear objectives per project.
- Plan fundraising initiatives to help the organization meet financial goals: Organize fundraising events and activities and create a forum for marketing the organization
- Recruitment of sponsors, and volunteers and maintaining relationships with the existing donors: As a fundraiser, you will be responsible for identifying potential donors and volunteers locally and internationally aligned to thematic areas of interest. This includes keeping donor database and contacts.
- Research development and identification of potential profiles: As a researcher, you will research what is in line with the organizing policies and develop concept notes for pitching and funding from foundations, government agencies, and other funding sources.
- Spot new fundraising opportunities: identify highly networked persons for partnerships.



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- Stay updated on fundraising trends, best practices, and legal requirements related to charitable giving.
- Other responsibilities include: editing all communications to donors and partners, preparing policy briefs, manage website and social media contents for effect publicity and communication.

### Education Qualifications

- Bachelor's degree (or equivalent) in communications, business, public relations, or related field
- Certification, diploma, or similar qualification in fundraising
- Experience in writing grant proposals, press releases, and fundraising letters
- Competence with donor management systems
- Confidence in public speaking

### Required skills

- At least 5 years of experience in fundraising, sales, or marketing
- Exceptional communication and relationship-building skills
- Ability to prioritize workload and demonstrate deliverables/outcomes.
- Passion for research
- Proven experience in fundraising, donor relations, or a related role
- Familiarity with the non-profit sector and understanding of the challenges faced by orphans and vulnerable children in the community
- Knowledge of fundraising software and tools
- Creativity in developing engaging fundraising campaigns
- Passion for the organization's mission and commitment to making a positive impact
- Strong organizational and project management abilities
- Excellent computer skills (Microsoft suite)
- Excellent knowledge of English, both spoken and written

Interested suitable candidates are invited to submit their application letter and updated CV stating full name, email and telephone contacts of three referees to [hrm@themangotreekenya.org](mailto:hrm@themangotreekenya.org) quoting the reference number of the position applied for, to be received on or before **5th January 2024**. Only the short-listed candidates will be contacted.

**TMT-Ke is an Equal Opportunity Employer!**

