

Fundraising & Donor Compliance Manager

Nomadic Assistance for Peace and Development (NAPAD) Non Governmental development organization that operates on a non-profit basis with principles and philosophy aimed at effectively reaching its vision, mission and core values. NAPAD works with local communities and their organizations to ensure that vulnerable and poverty stricken people in the Horn of Africa, particularly the pastoral and agro-pastoral communities, can enjoy peace, quality living conditions and sustainable development.

The main drive of the organization is to promote and improve the livelihood systems, quality of life and status of vulnerable and poverty stricken people in the Horn of Africa, through facilitation of sustainable community peace, humanitarian and development initiatives. NAPAD is currently seeking a **dynamic, innovative and self-motivated professional to fill the position of Fund Raising and Donor Compliance Manager.**

Location – Nairobi, Kenya with frequent travel to Somalia and Mandera County

Reporting: Executive director

Gender: Preferably Female

Purpose of the job

The Fund Raising and Donor Compliance Manager will be responsible for liaising with donors, donor research, monitor the funding requirements of the organisation and identify and develop new sources of income and suitable donors in order to maximise external funding for programs. Primary responsibilities include the institutional fundraising and resource development; external communications; advocacy; cultivating and maintaining relationships with partner agencies, donors and other stakeholders;

participating in the representation of the organization in various arenas; and serving as member of the Senior Management Team of NAPAD .

Job description

- Develop sound, achievable, comprehensive fundraising strategies and plans to ensure clear and achievable fundraising objectives; and positive and effective relationships with the donors.
- Ensure that the fundraising strategy of NAPAD is adequately diversified and includes tactics in specific areas such as major donors; web based giving, foundations, corporate support, etc.
- Research and identify new donors and opportunities for fundraising with institutional donors and private foundations and support the development of funding relations.
- Develop and manage successful relationship with existing and potential donors.
- Advise the Executive Director on new funding opportunities and develop high quality concept papers and proposals for submission to donors
- Coordinate the proposal development process and review for compliance and coherence with internal policies and procedures, as well as donor requirements for timely submission and successful funding
- Develop and document a shared vision and action plan for fundraising based on local needs and objectives;
- motivating and facilitating supporters to maximize the funds they raise;
- inspiring new donors to mobilize resources, while maintaining and developing relationships with existing donors;
- Monitor and analyse the changing donor environment and strategies and advise on effective donor influencing and linkages in liaison with International
- developing new and imaginative fundraising activities, many of which involve organizing events;
- raising awareness of the NAPAD and its work at national and international levels, e.g. by giving talks to groups or seeking photo opportunities with the media;
- developing and coordinating web-based fundraising,

- Research and disseminate appropriate calls for proposals on relevant strategic objectives priority areas
- develop best practice to comply with donor financial rules and requirement
- Supporting donor proposal budgeting, analysis of institutional income, donor contract expenditure tracking, monitoring and providing management information on key risks, contributing to the implementation of improved financial systems and processes to facilitate better donor reporting and compliance.
- managing and updating databases to record donor contact and preference information;
- Develop strong relationships with local strategic partners and players;

Key Competencies

- Experience of working with donors such as the European Union, USAID and DFID.
- Outstanding writing skills in English, including concepts, proposals and capability statements
- Ability to develop innovative donor relations strategies
- Social and personal skills, diplomacy for relationships, networking and maturity or credibility to represent the organization externally
- Good facilitation skills and ability to draw coherent project logic from discussions
- Good interpersonal relationships and teamwork skills.

Qualifications

- Master's Degree in Communication, marketing and Entrepreneurship, International Development, Public Relations and any related qualifications.
- At least 3 years Experience in fundraising and donor compliance
- Excellent communication skills, including writing
- Excellent computer skills

How to Apply

To apply, please, submit a cover letter and CV to info@napad.or.ke and copy to abdullahi.hersi@napad.or.ke by July 25th, 2017

Short- listed candidates will be interviewed.

Applications MUST be sent only by email.