



Resource Mobilization and Communication Officer

Background

The Action Foundation (TAF) is a community-driven organization registered in Kenya to end exclusion, discrimination, and violence towards children, women, and girls with disabilities in marginalized communities. We work to reach those furthest from necessary services and opportunities by working with their caregivers and the community around them. This helps these vulnerable groups build better lives for themselves, grow their resilience, and cultivate lasting change. Our mission is to build inclusive and resilient communities where children, women, and girls with disabilities can thrive. We envision a fully inclusive Africa where children, women, and girls with disabilities can realize their maximum potential.

Role Overview

You will be responsible for developing and implementing TAF resource mobilization and communication strategies as the Resource Mobilization and Communication Officer. In addition, the Officer will work closely with TAF's Senior Management team and report to the Executive Director.

Duties and Responsibilities

- I. Resource mobilization**
 - i. Complement TAF's fundraising efforts through donor engagement and implementation of fundraising strategies. Ensure TAF mobilizes resources to support its programs.
 - ii. Review and update TAF's resource mobilization strategy and action plan;
 - iii. Develop and implement an annual plan derived from the overall resource mobilization strategy;
 - iv. Expand opportunities for sourcing grants from private foundations and international aid agencies,
 - v. Establish systems and processes to increase TAF's visibility to support its fundraising efforts
 - vi. Facilitate consultation and meetings with current and potential donors;
 - vii. Prepare resource mobilization and donor engagement materials;
 - viii. Develop proposals for new and existing donors in coordination with partner organizations.
 - ix. Ensure that proposals are developed to donor standards and comply with the capacities of partners and resources.
 - x. Organize online campaigns and events to increase awareness about TAF's interventions and mobilize funds.

- xi. Coordinate and network with relevant stakeholders for purposes of supporting proposal writing.
- xii. Seek opportunities to partner with other INGOs/NGOs/ private sectors in consortiums as appropriate

II. Communication

- i. To communicate TAF's agenda to donors and the public. Highlight TAF's profile as an advocate for under-served children, women, and girls with disabilities.
- ii. Grow and maintain TAF's presence on social media
- iii. Develop and coordinate the implementation of TAF communication strategy and plan to contribute to the achievement of resource mobilization goals;
- iv. Lead the development of communication materials, including annual reports, organizational profiles, and program publications, amongst others;
- v. Update and develop the TAF website, including writing, editing, proofreading content as needed, and content management,
- vi. Ensure TAF local visibility through close media contact (press releases and conferences, lobbying);
- vii. Ensure the local visibility of TAF through effective participation in local events (e.g., discussions, meetings, etc.) and draft related documents;
- viii. Coordinate the design, delivery, and follow-up of TAF public conferences, meetings, and special events (donors, partner's meetings);
- ix. Growth of TAF's social media presence
- x. Completion and implementation of TAF communication strategy

III. Donor Engagement

- i. Cultivate a community of international and local supporters for TAF;
- ii. Develop activities to engage and educate potential supporters about TAF's work;
- iii. Update the TAF's database of potential private foundations, corporate institutions, individuals and international aid agencies that could support its work;
- iv. Establish and build relationships with current and potential individual donors, private foundations, and international aid agencies;

Relevant qualifications and experience

- i. Bachelor's degree or equivalent in Communications, Journalism, Media Arts, Web Design, Graphic Design, or Digital Marketing.
- ii. Minimum of 3 years relevant experience in corporate communications.
- iii. Experience in non profit resource mobilization
- iv. Any additional professional qualifications in Communications and Journalism are an advantage.
- v. Results-oriented, accountable, proactive
- vi. Ability to work effectively within multi-disciplinary teams.
- vii. Strong analytical skills.
- viii. Excellent written communication skills.
- ix. Results-oriented and accountable.
- x. Ability to translate program-based concepts into practical realities.

Employment Terms & Benefits

- It is expected that all staff members of TAF respect and conduct themselves according to The Action Foundation's values i.e, Excellence, Compassion, Innovation, Team Spirit, Empathy, and Diversity
- 1-year renewable contract
- Medical insurance
- Staff Fitness and Wellness Program
- Professional Development Opportunities
- Competitive Salary commensurate with experience and competitive with the NGO Sector in Kenya.

Note: -

- Applications will be reviewed on a rolling basis;
- Only Shortlisted candidates will be contacted.
- Persons with disabilities are encouraged to apply.
- **No application or interview fees are required.**

Application Process

Qualified and interested applicants to send CV and Cover letter to **info@blumeafrica.co.ke** and cc to **careers@theactionfoundationkenya.org** with the email subject indicated as **“Resource Mobilization and Communication Officer”** before 5 pm E.A.T Tuesday 13th September 2022.