

Resource Acquisition Specialist

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Marketing and Resource Development

Please Note that you will be required to have a current (within 3 months) Original Police Clearance as part of the selection process.

Job Title: Resource Acquisition Specialist

Reporting to: Associate Director – Resource Acquisition and Management

Grade Level: 16

Work Location: National Office - Nairobi

Purpose of Position

To lead donor engagement, intelligent research on donor strategies, sectoral focus and forecasts, prepositioning for solicited and unsolicited opportunities and generate set annual grant income for World Vision Kenya. The incumbent shall contribute strategically to development of Grant Acquisition and Donor Retention Strategies for World Vision Kenya from the assigned Foundations, bilateral, and multilateral donors.

As part of the WVK family, the position holder promotes World Vision's Christian values through its work in teams and with people from various backgrounds.

Major Responsibilities

Growth of Grant Income as per Resource Acquisition and Management (RAM) Business Process as a result of strengthening GAM business process (50 %)

- Lead engagement exercise with WVK identified donors as related to WVKs donor mapping and tiering guidelines.
- Identify donor priorities and intelligence on upcoming opportunities; search for information that will facilitate positioning and establishment of partnership for opportunities
- Lead the proposal development process in partnership with NO teams, SO and external partners/ consortia as relevant
- Coordinated procedure for managing new opportunities including Grant startups

Expected end results

- *Increased number of successful proposal funded to a over 60% winrate*
- *Increased number of high quality proposal and concept noted developed*
- *Increased resource growth as per annual targets*

Donor attraction and retention (25%)

- Actively seek out strategic alliances with donors, NGOs, UN, governments, Support Offices, bilateral and multilateral agencies for purposes of coordination fund raising
- Pro-actively provide donor updates on existing grants and keep the donor relations on course to ensure repeat funding,
- Ensure good donor and World Vision International Support Office relations by meeting all contractual obligations and achieving high quality planning and implementation of RAM activities

Expected end results

- *Increased in number of new and existing donors maintaining contact with WVK in a particular*

year

- *increased repeat funding*
- *Positive feedback/reports / increased level of satisfaction from donors and support offices*

Grants start-ups Monitoring, Reporting, Documentation and Knowledge Management 10%

- Coordinate with Grant compliance Due diligence, pre-teaming, teaming process and sub-grant Agreement
- Lead the handing over process of awarded opportunities and support startup processes of grants as relates to business process.
- Lead the process of after action reviews after every submitted opportunity and document lessons learnt to improve our process
- Participate in donor grant monitoring trips as feasible

Expected end results

- Efficient grant startups leading to quality implementation
- Improved acquisition process emanating from after Action Reviews Lessons learnt

Capacity Building for staff on Grants Acquisition and Management 10%

- Support identification of WVK staff capacity gaps at all levels (NO, Regional & County) in regard to grants acquisition and donor requirements.
- Support the development & implementation of NO GAM capacity- building plans.
- Facilitate capacity building on proposal development, donor engagement, WVK Branding and

monitoring & reporting based on donor requirements.

- Research, develop & implement new initiatives that make GAM function more effectively e.g Subgranting

Expected end results

- WVK has increased capacity to support fund raising efforts
- Robust and agile structure that support dynamic changes in Donor landscape

Others 5%

Any other duties as might be assigned

Knowledge, Skills and Abilities

- Minimum of Bachelor's degree in Social sciences, Education or relevant field from a recognized University. Post graduate degree will be an added advantage.
- Minimum 7 years' relevant experience, 3 of which must be in grant acquisition and donor engagement,
- Must have at least 3 years' experience in leading and coordinating teams
- must have experience in designing and programming project in the sector of education and Child protection
- Ample experience and expertise in partnering with government donors, multilateral donors and private sector
- Ability to work under tight schedules and with highly competing priorities and deliver quality results

- Ability to work with minimum supervision.
- Great writing and presentation skills
- Computer skills especially Microsoft
- Proposal Pro/ equivalent training will be added advantage
- Demonstrated experience in community development work, partnering and consortium management, staff capacity building,
- Ability to motivate multi-stakeholder teams and inspire teamwork and to manage donor expectations
- Experience in engaging with bilateral, multi-lateral donors and private donors;
- Significant experience in project management and grant compliance procedures.
- Demonstrated strong grant writing; ability to develop quality concept notes, proposals, logical frameworks and reports under tight deadlines