



international needs
transformed lives, changed communities

KENYA OFFICE

Vacancy Announcement

Resource Mobilisation & Partnerships Officer

Location: Nairobi, Kenya (with occasional travel)

Employment Type: Full-time-Initially for one year

About International Needs Kenya

International Needs Kenya (INKE) is a Christian non-profit organisation committed to transforming lives and changing communities. We work alongside vulnerable children, young people, and families through education, child protection, rehabilitation, community empowerment, and holistic development. Our programmes are implemented in partnership with local communities and the wider International Needs network.

As we continue to grow, we are seeking a passionate, innovative, and results-oriented **Resource Mobilisation & Partnerships Officer** to join our team.

Position Summary

The Resource Mobilisation & Partnerships Officer will support the Executive Director in identifying and securing funding opportunities, building relationships with donors and partners, and contributing to the organisation's long-term sustainability. The role will also support programme monitoring to ensure that projects are implemented effectively, progress is tracked, and donor reporting requirements are met. The successful candidate will play a key role in strengthening INKE's fundraising efforts while ensuring programmes demonstrate measurable impact.

Key Responsibilities

Resource Mobilisation and Partnerships

- Identify local and international funding opportunities, including grants, foundations, trusts, corporate partnerships, and institutional donors.
- Research donor priorities and funding trends that align with INKE's programmes.
- Support the development of high-quality concept notes, grant proposals, and funding applications.

- Build and maintain relationships with existing and prospective donors and strategic partners.
- Coordinate donor communication and ensure timely follow-up on funding opportunities.
- Develop and maintain a donor database and funding pipeline.
- Support fundraising campaigns, events, and corporate engagement initiatives.
- Represent INKE at meetings, networking events, and donor forums where appropriate.

Programme Monitoring and Reporting

- Support the monitoring of programme activities to ensure projects are implemented according to approved work plans.
- Conduct regular field visits to project sites to monitor progress, collect data, and document success stories and lessons learned.
- Work closely with programme staff to gather information required for donor reports and funding proposals.
- Assist in developing and maintaining project monitoring tools, indicators, and reporting systems.
- Compile project progress reports, beneficiary data, photographs, case studies, and other evidence of impact for donors and management.
- Support project evaluations and organisational learning by identifying challenges, risks, and opportunities for improvement.
- Ensure that programme data is accurate, complete, and submitted within agreed reporting timelines.

Qualifications and Experience

The ideal candidate should possess:

- A diploma or bachelor's degree in Business, Development Studies, International Relations, Communications, Marketing, Project Management, or a related field.
- At least three years' experience in resource mobilisation, fundraising, donor relations, grant writing, or business development.
- Demonstrated experience preparing successful grant proposals will be an added advantage.
- Excellent research, analytical, and proposal writing skills.
- Strong communication and interpersonal skills.
- Ability to build and maintain relationships with a wide range of stakeholders.
- Strong organisational skills and the ability to manage multiple deadlines.
- Excellent written and spoken English.
- Proficiency in Microsoft Office applications.

Personal Attributes

We are looking for someone who is:

- Passionate about serving vulnerable communities.
- Self-motivated and proactive.
- Creative and able to identify new funding opportunities.

- Honest, professional, and committed to high ethical standards.
- A strategic thinker with excellent attention to detail.
- Able to work independently while contributing effectively within a small team.

What We Offer

This is an opportunity to be part of a growing organisation that is making a meaningful difference in the lives of vulnerable children and communities. The successful candidate will work closely with the Executive Director and play a key role in shaping the organisation's future sustainability and impact.

General Responsibilities

- Work closely with the Executive Director and programme team to support organisational growth and sustainability.
- Perform any other duties assigned by the Executive Director that are consistent with the responsibilities of the role.

How to Apply

- If you are interested in this position, please submit your **cover letter** and **Curriculum Vitae (CV)** by email to director@ineedskenya.org
- Please use "**Application – Resource Mobilisation & Partnerships Officer**" as the subject line of your email.
- **Application Deadline:** 29th August 2026
- Only shortlisted candidates will be contacted.

International Needs Kenya is an equal opportunity employer committed to safeguarding children and vulnerable adults. All successful candidates will be expected to uphold the organisation's values and safeguarding standards.