

Internal Advert

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Development Associate
Department: Strathmore University Foundation
Reporting to: Development Manager

Basic job summary:

The primary responsibility will be to plan and implement a comprehensive fundraising program to provide significant contributed income towards the University's fundraising needs as prioritized through Strathmore University Foundation. The task of the Development Associate is to cultivate, solicit, and achieve generally individual and corporate gifts of small and medium size donations for the different projects and/or priority areas by means of a highly personal and intensive relationship outreach.

Duties & Responsibilities:

1. Individual Giving
 - To identify, cultivate and solicit individual gifts of significant size often for a specific purpose by means of a highly personal and intensive relationship outreach.
 - Manage the entire process of individual giving, including contact research and capacity determination, prospect cultivation, donation project conceptualization, periodic outreach, donation achievement, and donor relationship management.

2. Institutional Giving - In Liaison with the Development Manager, engage with the entire process of institutional small and mid-level giving by researching, identifying, cultivating and completing philanthropic possibilities with companies, foundations, individuals and other philanthropic institutions to;
 - Identity, research, and target potential corporate, foundation and individual donors
 - Investigate and determine suitability of specific donor program opportunities.
 - Support the development team with research, data management and other information of potential donors.
 - Prepare funding proposals to institutions donor reporting on funding received .

3. Planning & Coordination - The Associate will be responsible to:
 - Assist the development team in the formulation of Strathmore University Foundation fundraising strategy in Line with the Strathmore University goals
 - Translate University advancement goals and strategies into actionable and measurable tasks and schedules.
 - Participate actively in the various aspects of all fundraising and engagement events of the university.

4. Student /Alumni Engagement
 - Recruit student volunteers to assist SUF during various events.
 - Maintain the Volunteer data base on the website.
 - Engage Students/student clubs and student council members in philanthropy
 - Run the giving Tuesday giving event

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Minimum Academic Qualifications:

1. Essential: Educated to degree level or equivalent.
2. Desirable: Management qualification. Marketing or sales qualification, public relations or Fundraising qualification/certification

Experience:

At least two years' relevant experience, ideally in an alumni relations, fundraising environment; or, exceptionally, in a sales or marketing environment

Competencies and Attributes

- Impeccable integrity
- Personable
- Persuasive
- Adept at long term relationship building, mentoring, individualized teaching
- Intuitive
- Research and process skills
- Excellent writing and presenting skills
- Understanding of motivations for giving.
- Ability to manage several tasks at once, working under pressure
- Creative and logical approach to strategic planning
- Willingness and ability to work in the evening and at weekends when necessary.
- Extensive work outside office and frequent travel

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**)

Ole Sangale Rd, Madaraka Estate P O Box 59857-00200 Nairobi, Kenya
Tel +254 (0)703 034000/200/300 Email hr@strathmore.edu
www.strathmore.edu



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quoting “**Development Associate**” on the subject line to recruitment@strathmore.edu by **12th July 2024**.

Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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