

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Executive Director
Department: Strathmore University Foundation
Reporting to: Strathmore University Foundation Board of Directors

Basic job summary:

The Executive Director will provide leadership for the development, execution, administration, and management of all functions and matters relating to fund raising, their support services, and relations with relevant stakeholders to meet the fundraising needs of Strathmore University.

Duties & Responsibilities:

1. Provide overall leadership, administration and development of the Foundation
2. In consultation with all relevant stakeholders, provide leadership and direction for the design, development and implementation of the University fundraising and endowment strategies.
3. Establish through consultation with DVC-PD and SUF board (through SUF board chair) long term and annual fund-raising goals, objectives and targets.
4. Develop and implement fund raising plans with clear delineation of roles and responsibilities, quantifiable metrics, and targets for productivity for self and staff in SUF and provide a quarterly and annual report on the achievements of those targets as appropriate.
5. Establish and maintain productive relationships with University's potential donors including stewardship, donor recognition strategies in coordination with other units within the University.
6. Manage a personal portfolio of high amount donors through the fundraising stages and achieve pre-agreed targets at each stage.
7. Work in collaboration with relevant University units to understand the priorities across the University and facilitate the translation of those priorities into fundraising opportunities.
8. Work in collaboration with Strathmore University Alumni in programs seeking to involve alumni in advancing alumni relationships and where appropriate in University's fundraising priorities.

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9. Work collaboratively with the SU Marketing and Communications teams in the design, development, and implementation of a communications plan to promote the SUF mission to students, staff, alumni, current and prospective donors, and other university stakeholders.
10. Engage SU units to enhance the culture of fundraising, endowments, and philanthropy. Keep track of such activities and include them as part of the SUF reports with due recognition to such units.
11. Ensure that SUF strategies, policies and activities comply with all appropriate laws, Strathmore University policies and any specific donor agreements.

Minimum Academic Qualifications:

- At least a master's degree in a management or closely related field from an accredited institution
- Certified Fund-Raising Executive (CFRE) or similar qualification including evidence of professional training in fundraising management.

Experience:

- A minimum of six (6) years experience in leading a fundraising team preferably in a higher education or not-for-profit environment to raise a minimum of USD 3million per annum.
- Evidence of developing innovative fundraising programs linking resource allocation to the program priorities and successfully executing such program(s) to achieve the pre-set targets.
- Experience in planning, implementing, managing, and concluding major fundraising campaigns.
- Demonstrated knowledge of the legal and ethical aspects of fundraising and obligations to donors and how to align them with Strathmore University values.
- Existing high-level contacts with local, international, non-profit, public, and private sectors leaders.
- Good knowledge of the current opportunities and challenges in higher education sector in general, and especially those in Africa.

Competencies and Attributes

1. Attention to detail including on time follow-up on agreed upon deliverables.
2. Ability to inspire, lead, manage and evaluate a team.
3. Excellent communication skills- oral and written to different levels of stakeholders.

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4. Decision making, planning and organization skills to delegate where appropriate.
5. Ability to develop collaborations with other units that may have competing priorities.
6. The ability to prevent and/or solve problems with flexibility, timeliness, and creativity.
7. Have high ethical standards, integrity and professionalism

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**) quoting *“Executive Director Strathmore University Foundation”* on the subject line to recruitment@strathmore.edu by **15th November 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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