

## Director, University Advancement and Partnership at United States International University – USIU Africa

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### Job Description

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United States International University – Africa is located in the Kasarani area, off Thika Road in the suburb of Kenya's capital city of Nairobi. The university is an independent, not-for-profit institution serving students representing 69 nationalities. It offers 24 degree programs from undergraduate to doctoral level, all of which are accredited in Kenya and the United States of America.

### Job Summary

Reporting to the Vice Chancellor, the successful candidate will provide exemplary strategic leadership in the Division of University Advancement.

### Key Responsibilities

Develop and regularly review the university's fund-raising policy and practice.

Develop proposals and grant applications working with the grant's office.

Establish long term funding relationships with corporates, local and international donors and high net worth individuals.

Set up and maintain systems for involving the university's alumni in development and fundraising.

Promote strong engagement of USIU-Africa alumni with the University.

Mobilize and promote the establishment of productive partnerships and Linkages with comparator and aspirational higher educational institutions, government and public agencies, the private sector, community organizations, philanthropic foundations, intergovernmental and international agencies, and foreign embassies.

Develop and oversee vibrant activities to attract significant non-tuition revenues including grants, contracts, donations and entrepreneurial activities as the university looks to diversify its revenue streams.

Oversee the administration of the Mastercard Foundation grants.

Mentor, coach and supervise staff in the Division.

Develop and monitor the division's annual plan and budget.

Provide technical advice and reports to management when required.

### **Job Specifications:**

#### **Academic Qualifications and Professional Experience**

Masters degree in relevant field.

Proven success in fundraising/development and demonstrable participation in regional and international fundraising/development forums, such as the Council for the Advancement of Support for Education (CASE).

15 years of relevant experience, 8 of them in senior management.

Proficiency in CRM systems and use of prospect databases.

Shown merit and ability as reflected in work performance and results.

#### **Skills and Competencies**

Analytical and quantitative skills.

Organizational skills.

Management skills.

Excellent communication and marketing skills.

Excellent interpersonal and networking skills.

Administrative and leadership experience preferably in an accredited institution of higher education.

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