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Resource Development Officer at Habitat for Humanity International

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Job Description

Habitat for Humanity International, generally referred to as Habitat for Humanity or simply Habitat, is an international, non-governmental, and nonprofit organization, which was founded in .

Key Responsibilities

Work with the Partnership Manager, the Senior Management Team, and other members of the Partnerships and Programs Departments to implement HFH Kenya's resource mobilization strategy and enable raising of resources to implement HFH Kenya's -25 Strategy and Business Plan goals.

Develop an annual Resource Mobilization plan, research the global funding market identifying leads and potential calls for proposals.

Cultivate, and steward major donor, corporate and foundation donors, and prospects by developing high quality proposals and reports as needed.

Under the direction of the Partnerships Manager, collaborate with cross-departmental teams to design new programs and projects concepts for funding and guide the programmatic and financial inputs into funding proposal and reports to donors.

Work with the Partnerships Manager to identify and create new strategic partnerships in Kenya and globally for increased funding support.

Collaborate with departmental colleagues to support the continued diversification and growth of revenue opportunities.

Monitor and evaluate HFH Kenya's fundraising pipeline and share reports with the Partnerships Manager and Senior Management Team, HFH Kenya.

Displaying adherence to organization's mission.

Maintaining proficient knowledge of organization's history and programes.

Contribute to the execution of HFH Kenya's strategy.

KEY PERFORMANCE MEASURES / INDICATORS

Resources Mobilized: Number of successful concept notes and proposalsAmount raised per annum (US\$)

REQUIREMENTS

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Bachelor's degree in project management, international development, or any other related field.

Minimum of 3+ years of successful grant-writing.

Proficient with measuring and reaching income goals.

Excellent knowledge of fundraising information sources.

Demonstrated superior written and oral communication skills.

Demonstrated ability to adapt subject matter to a variety of audiences persuasively in writing.

Demonstrated ability to build strong relationships and collaborate within a team.

Strong attention to detail.

Ability to work independently.

Ability to critically analyze information and situations, and to develop solutions.

Ability to work in a fast-paced environment, juggling multiple priorities.

OTHER INFORMATION

Confidentiality

Honesty

High levels of integrity

Commitment to the aims, principles, and mandate of HFHK

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