

Job Description

Position	:	Fundraising and Partnerships Officer
Countries	:	Kenya, Tanzania, Ethiopia and Uganda
Department	:	Programmes
Supervised By	:	Director – Eastern Africa
Location	:	Nairobi, Kenya (with regional travel when needed)

Background

Wetlands International is a non-profit organisation dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. We bring knowledge into policy and practice, connect local actions in 100 countries to make a global difference, catalyse actions that support those that use or depend on wetlands, and we are passionate about the positive change we make for people and nature. See our website (www.wetlands.org) for more information on the values, strategies and policies that guide our work.

1.0 Job Purpose:

The Fundraising and Partnerships Officer will play a crucial role in developing and implementing strategies to secure funding and forge impactful partnerships to support WIEA's conservation and restoration projects across the region. This role will be essential in driving WIEA's strategic goals, securing the resources needed for conservation initiatives, and provides an opportunity to work for an organisation that is dedicated to preserving and revitalizing vital wetland ecosystems, making a significant and lasting contribution to environmental stewardship in the region.

2.0 Reporting Lines:

This role reports to the Director – Eastern Africa

3.0 Work Relationship:

3.1 Internal Context

- Regional team including Regional Programme Manager, Communications and M&E Teams
- Country Programme Coordinators
- Global Office: Fundraising and Partnerships Teams

3.2 External Context

Donors and partner organizations

4.0 Key Responsibilities

Fundraising Strategy and oversight:

- Contribute to the finalisation of the Fundraising strategy and implementation of the fundraising strategy to meet organizational goals.
- Identify and pursue new funding opportunities from various sources including grants, foundations, corporate sponsorships, and individual donors.
- Analyze and report on fundraising trends and opportunities.
- Assess and strengthen capacity of staff in fundraising and introduce effective tools to optimize fundraising efforts
- Provide training and coaching on securing restricted and unrestricted funds

Partnership Development:

- Cultivate, expand and maintain relationships with key stakeholders including donors, partners, and government agencies.
- Develop and manage partnerships that align with WIEA's mission and objectives.
- Develop partnership strategies to strengthen partnerships that enhance WIEAs influence and collaborative impact

Proposal Writing and Grant Management:

- Collaborate with the Regional Leadership Team in preparing high-quality proposals, concept notes, and funding applications.
- Ensure timely and accurate reporting to donors and funding agencies.
- Monitor and evaluate the impact of funded projects to ensure compliance and successful implementation.

Donor Relations:

- Work with Senior Management to build and maintain pipeline of prospective major donors and partners seeking strategic engagement opportunities
- Develop and implement strategies for donor engagement and retention.
- Provide regular updates to donors on project progress and impact.

Communications and Outreach:

- Collaborate with the communications team to develop compelling content and materials for fundraising campaigns
- Together with the communications team, utilize digital and traditional media to promote WIEA's mission and attract new supporters.
- Support the Director to attend and oversee leadership engagement and stakeholder convenings with donors and other partners.

Monitoring, Evaluation & Learning (ME&L):

- Collaborate with Programmes Department to ensure that ME&L data is effectively communicated to donors, partners, and stakeholders.

Administrative Duties:

- Maintain accurate records of fundraising activities and donor interactions.

- Prepare reports and presentations for internal and external stakeholders.
- Contribute to the overall strategic planning

5.0 Key Performance Indicators

- Percentage of fundraising goals achieved.
- Number and value of new funding sources secured.
- Number and quality of new and maintained partnerships.
- Percentage of successful proposals and funding applications.
- Donor retention rate and frequency of engagement activities.
- Number of staff trained and improvements in fundraising skills and capacity.
- Percentage of reports submitted on time and in compliance with donor requirements.
- Number of campaigns executed and growth in supporter base or donor engagement.

6.0 Qualification, Experience & Skills

6.1 Professional Qualifications

- A minimum of a Bachelor's Degree in International Development, Business Management, Project Management or a related field.
- A Master's degree is an advantage.

6.2 Relevant Experience

- Minimum of 5 years of experience in fundraising, partnership development, or a related role, preferably in the non-profit sector.
- Proven track record of securing significant funding and building successful partnerships.

6.3 Essential Competencies & Skills

- Excellent proposal writing, communication, and interpersonal skills.
- Strong understanding of donor behavior and fundraising strategies.
- Strong networking and relationship building skills, with the ability to engage stakeholders at various levels.
- Ability to work independently and as part of a team in a fast-paced environment.
- Knowledge of the conservation and environmental sector is an advantage.

6.4 Core organizational competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Communications
- Organization and self-control

Language Requirement:

Good written and communication skills in English. Proficiency in additional languages is a plus.

How to Apply

Candidates should apply by sending the following:

- An updated Curriculum Vitae (mandatory)
- A cover letter (mandatory)
- Expected Remuneration (Gross)

If you believe that your credentials meet the outlined profile, we invite you to apply by emailing your application to hreastafrica@wetlands-eafrica.org not later than the **13th September 2024** with the subject “Application for Fundraising & Partnerships Officer”.

Only shortlisted candidates shall be contacted.