



ALL SAINTS' CATHEDRAL, NAIROBI

Vacancy Announcement: **Programs Officer (Re-Advertisement)**

All Saints' Cathedral, Nairobi, seeks a dedicated and experienced Programs Officer. The Programs Officer will be responsible for researching and identifying funding opportunities for the Cathedral to support social outreach, ministry programs, and other initiatives; strategically designing and executing fundraising campaigns; planning and executing program activities; and maintaining effective communication strategies with donors. Additionally, the Officer will prepare program reports and monitor program effectiveness to ensure alignment with organizational objectives and compliance with donor requirements. Join our team to make a meaningful impact on our organization.

The Programs Officer reports to the **Assistant Provost**.

ROLES AND RESPONSIBILITIES

1. Research and identify funding opportunities from government agencies, foundations, corporations, and other sources to support Cathedral outreach and ministry programs.
2. Strategically design and execute fundraising campaigns and initiatives to procure essential financial backing for church projects.
3. Coordinate the implementation of all program activities in line with approved work plans and budgets for social outreach, ensuring seamless alignment with organizational objectives.
4. Design and execute robust strategies to identify, nurture, and manage relationships with individual donors, foundations, corporations, and other potential funding sources.
5. Craft concept notes and proposals to secure funding for social outreach and ministry initiatives.
6. Ensure accountability and adherence to best practices and donor conditions, ensuring compliance.
7. Build and maintain relationships with donors, funding agencies, and other stakeholders to cultivate support for social outreach and ministry initiatives.
8. Maintain dynamic communication strategies to keep donors engaged and informed.
9. Prepare and disseminate relevant program reports for internal and external stakeholders, including financial statements, impact stories, and progress updates.
10. Monitor and evaluate program effectiveness, gather feedback, and prepare regular reports for church leadership, donors, and partners.

Academic and Professional Qualifications

- A bachelor's degree in Community Development, Social Work, Project Management, or a related field.
- At least 5 years of relevant experience in proposal writing and program management.
- Experience in working with donors is mandatory.

If your qualifications and experience match this opportunity, please submit your application and detailed CV, together with copies of academic and professional certificates, testimonials, and names of three referees to:

The Provost,
All Saints' Cathedral Nairobi
P.O. Box 40539-00100 Nairobi.

Or

Via email: hr@allsaintsnairobi.org

Or

Dropped at our offices.

Applications must be received on or before 29th January 2025.

Only shortlisted candidates will be contacted.

All Saints' Cathedral is an equal opportunity employer.