

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Development Manager
Department: Strathmore University Foundation
Reporting to: Development Director

Basic job summary:

The primary responsibility is to plan and implement a comprehensive fundraising program towards the University's fundraising needs. This responsibility includes to prospect, cultivate, solicit, and achieve individual, corporate, and institutional donations to different university programs guided by the University and the Foundation strategic goals. The Development manager works as part of a team with other staff in the Foundation and University to achieve the set individual and team targets.

Duties & Responsibilities:

1. Proposal Development - Project identification, prioritization, conceptualization, and development into a fundable proposal
2. Individual giving - Prospect, cultivate, solicit, and achieve individual gifts of significant size through personal and intensive relationship outreach.
3. Institutional giving - Execute the entire process of institutional giving by researching, identifying, cultivating, and completing philanthropic possibilities with companies, foundations, and other philanthropic institutions.
4. Planning & Coordination - Plan and coordinate donor visits and communication among university units through university activities, donor round tables, networking meetings and capacity building initiatives. Communication will be done in close liaison with communications unit and other relevant university offices.

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5. Corporate Development and External Relations - Assist the Director in promoting the University and enhance the brand affection amongst students, parents, organizations, and friends. Assist in formulation of fundraising and implementation of strategies of the foundation in consultation with other staff and external stakeholders.
6. Assisting Volunteer Fundraisers - Assist senior members of staff, Management Board and University Council member's, Alumni etc. in their fundraising activities
7. Other tasks: Perform other duties assigned by the Director aligned to the objectives of the Foundation.

Minimum Academic Qualifications:

- A bachelor's degree from a recognized academic institution
- Master's degree, management qualification, Marketing or sales qualification, public relations, Fund raising qualification/certification will be an added advantage

Experience:

- At least 2 years of fundraising experience and raised at least USD 1 Million in total
- At least 3 years' relevant working experience preferably in a fundraising and/or university alumni office or other educational or closely related sector.
- Established contacts with high-net-worth individuals and or potential donor institutions

Competencies and Attributes

- Project management, research, writing and presentation skills.
- Leadership, team manager, writing and communication skills.
- High ethical standards and professionalism
- Knowledge of motivations for giving and the fundraising process
- Willingness and ability to work in the evening and at weekends when necessary.
- Willingness to work outside the office and travel where necessary.
- Ability to handle confidential information.
- Demonstrable Innovative capability in problem-solving complex scenarios.

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- Knowledge of appropriate fundraising frameworks and technological solutions.

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 **“Development Manager”** on the subject line to recruitment@strathmore.edu by **4th April 2025**.

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.

Ole Sangale Rd, Madaraka Estate P O Box 59857-00200 Nairobi, Kenya
Tel +254 (0)703 034000/200/300 Email recruitment@strathmore.edu
www.strathmore.edu



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