



# CAREER OPPORTUNITY

## GRANTS AND FUNDING MANAGER

The Mater Misericordiae Hospital is seeking to recruit a seasoned **Grants and Funding Manager**. Reporting to the Chief Executive Officer, the successful applicant will be responsible for identifying, applying for, managing, and reporting on grants and funding opportunities to support the organization's programs and projects.

### KEY RESPONSIBILITIES

- Develop and implement comprehensive funding strategies aligned with organizational strategy.
- Identify potential funding sources including government grants, private foundations, donors, and international agencies.
- Prepare and submit grant proposals and funding applications tailored to each opportunity.
- Lead the end-to-end grant application process, including documentation, budgeting, and compliance.
- Manage allocated grants, ensuring all deliverables, budgets, and reporting requirements are met.
- Maintain detailed records of grants received, usage, and outcome reports.
- Ensure adherence to all grant conditions, donor requirements, and legal regulations.
- Prepare periodic reports, financial statements, and impact assessments for stakeholders and funding agencies.
- Coordinate audits and reviews related to grants and funding.
- Build and nurture relationships with donors, government agencies, and partners.
- Conduct presentations and meetings to maintain good rapport and secure future funding.
- Represent the organization at funding-related forums and events.
- Monitor and evaluate progress of funded projects to ensure objectives are achieved.
- Evaluate the effectiveness of funding activities and recommend improvements.
- Oversee the documentation of lessons learned and best practices.
- Train staff and partners on grant management, compliance, and reporting procedures.
- Develop internal tools and systems to streamline funding management processes.
- Perform any other duties as assigned from time to time.

### QUALIFICATIONS

- Bachelor's degree in Business Administration, Finance, Development Studies, or related fields.
- Master's degree preferred.
- 7 years relevant experience, including 3 years in a supervisory role.
- Hospital experience advantageous.
- Proven grant writing, fundraising, or resource mobilization experience.
- Strong knowledge of donor requirements, regulations, and financial management.
- Excellent written and verbal communication skills with attention to deadlines, risk mitigation, and donor expectations.
- Strong organizational and project management skills.
- Ability to build and maintain stakeholder relationships.

### DESIRED ATTRIBUTES

- Ability to work under pressure.
- High personal integrity.
- Well-regarded demeanor.

### APPLICATION PROCESS

Interested candidates must provide the following documentation:

- A detailed resume.
- A motivation letter explaining why they are interested in the position.
- Names and contact information for **three referees**, and relevant academic documents.

All application documents MUST be submitted to **hrrecruit@materkenya.com** by **28<sup>th</sup> January 2026**, with the position of interest indicated in the subject line.

**Only shortlisted candidates will be contacted.**

**Please note that Mater Misericordiae Hospital does not charge any fee at any stage of our recruitment process**

Visit [www.materkenya.com/careers](http://www.materkenya.com/careers) for a detailed job description



Mater Misericordiae Hospital

