

Job Summary:

Reporting directly to the Chief Executive Officer (CEO), the Fundraising & Development Director will provide the necessary vision, leadership, and fundraising skills which will enable the Hospital and all its institutions to achieve its fundraising targets and organisational development programme.

Main Responsibilities

Strategy and planning

- Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams
- In cooperation with the CEO, lead the development of any long-term strategy to achieve agreed long-term organisational goals
- Identify new potential income streams and produce strategies to access these funds

Financial Planning and Budget Management

- Produce cost-effective budgets to achieve action plans
- Develop and maintain income and expenditure tracking and evaluation systems
- Ensure the Fundraising & Development Department is kept within budget

Fundraising

- Manage an effective fundraising team that delivers fundraising income meeting set targets
- Oversee the management of grant and trust income programme and ensuring production of effective, high quality proposals and reports.
- Lead on development of new funding streams
- Develop and maintain effective supporter journeys for the development of relationships and retention

Senior Management

- Organisational strategic planning and development
- Income and expenditure budget planning and management
- Advise members of Management Team on the availability of funds and the viability of obtaining funds to support campaign initiatives
- Attending finance committee meetings to report and give advice on fundraising matters

Staff Management

- Agreeing objectives and work plans with the team
- Managing workload and performance through regular one-to-one line management discussions
- Plan and implement personal development programme for team members in all relevant skills
- Undertake annual performance reviews

Person Specification Essential Experience

- Demonstrable track record of Strategic Fundraising
- Successful, significant and relevant achievement at management level in a comparable national/international organisation.
- Experience of utilising the strength of an organisation brand for charity/business development
- Proven track record of meeting challenging income targets
- Proven ability to build, manage and develop key stakeholder, client and donor relationships.
- Experience of developing and implementing strategic and business plans

- Proven track record in fundraising that has directly resulted in increased income for an organisation
- Effective dissemination of information to large and diverse groups

Essential Skills and Knowledge

- Master's degree in business administration (MBA) with a focus on Strategic Management/Strategy and Operations, Healthcare Administration, Business, Public Health, Strategy, or related field.
- 10 years of experience as a senior leader overseeing fundraising in a non-profit
- Significant track record in developing genuine donor relationships over time and securing financial resources from a range of sources;
- Preferably, experience in building and engaging in strategic partnerships to access and expand funding and influence donors;
- A member of Kenya Association of Fundraising Professionals (KAFP)
- Experience establishing, overseeing, and growing an individual giving program and cultivating major individual donors;
- Experience activating fundraising databases and data-driven fundraising;
- Excellent writing skills and capacity to conceptualize, write and edit compelling proposals;
- Commitment to Tenwek Hospital's core values and strategic direction
- Ability to travel internationally as needed.

HOW TO APPLY:

Interested candidates who meet the above criteria should send their applications to ceo@tenwekhosp.org on or before **25 July 2025** enclosing:

- Resume, Cover Letter & Statement of Faith*

****What is a statement of faith?***

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.