

RESOURCE MOBILISATION ASSISTANT - KENYA

The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy Institute established in 2010 to help bridge the gaps between research, policy and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through the use of evidence and advocacy to strengthen political commitment and resource allocation for development issues; informing the design and implementation of effective interventions; and strengthening governance and accountability structures for tracking development challenges in Africa. AFIDEP is registered as a Non-Governmental Organisation in both Kenya and Malawi (where it has offices) and as a non-profit institution in the USA with 501(c)3 status. For further details about AFIDEP and its work refer to www.afidep.org.

ABOUT THE POSITION

Our organization is seeking a dynamic and experienced Resource Mobilisation Assistant (Kenya) position in the Institute's Business Development Department. The Business Development Department's primary objective is to spearhead the implementation of the Institute's Resource Mobilisation Strategy. The Resource Mobilisation Assistant will work collaboratively with the Business Development Department team, focus areas and programmes, policy engagement and communications, finance, grants, administration, human resources, and monitoring and evaluation teams across the organisation. They will directly support the coordination and delivery of all the institutional resource mobilisation efforts, including and not limited to: mapping opportunities for strategic partnerships; coordinating engagement with potential funders and partners; coordinating and contributing to proposal development; contributing to continuous improvement of the Department's strategies, processes, and procedures; supporting monitoring, evaluation, and reporting, and contributing to institutional brand building activities.

The position will be based at AFIDEP's Nairobi office.

KEY RESPONSIBILITIES

- Contribute to strategic planning to implement the Business Development Department's workplan.
- Research and identify potential funders and update the historical maps in the Institute's Customer Relationship Management (CRM) and other tools.
- Support establish and maintain collaborative relationships with the Institute's partners, including other research organisations, academia, government, media, civil society etc., to optimise proposal development, project implementation and enhance the AFIDEP brand.
- Scan for relevant calls for proposals and concepts notes, and generate summaries for quick decision-making.
- Support proposal development - background research, collating project information, organisational information, customising biographies and curriculum vitae to calls, etc.
- Support registration to funders' and partners' online proposal submission platforms.
- Support engagement with funders and partners.
- Populate partnership assessment and due diligence documentation.
- Support planning and participate in events and meetings relevant to resource mobilisation and partnerships building.
- Support monitoring the Department's impact and reporting.
- Other miscellaneous tasks as required.

QUALIFICATIONS AND REQUIREMENTS

- University degree in social sciences, humanities, international development, communications or other relevant disciplines.
- A Master's degree in a relevant discipline is desirable.
- At least five years' demonstrable experience in a similar position - business development, proposal development, grants management and reporting, strategic communications and events planning in non-profit, consulting, research or academia.
- Knowledge of USAID, NIH, EU, FCDO, NIHR, IDRC, global foundations, charities etc. applications/bids requirements and procurement portals.
- Excellent interpersonal skills.
- Excellent analytical skills.
- Ability to deliver quality work within tight deadlines and supervision.
- Excellent organisation skills.
- Ability to write, edit, proofread and communicate.
- Experience planning and executing strategic events.
- Ability to work in a multicultural context.
- Good research experience, i.e., able to find, consolidate, synthesise and use data for proposals and reporting.

APPLICATION PROCESS

To apply for this position, please submit a detailed CV and cover letter to recruitment@afidep.org including the position title **"RESOURCE MOBILISATION ASSISTANT - KENYA"** on the subject of the email by **18th March 2024**. In your cover letter, please highlight your relevant experience and qualifications, and explain why you are interested in this position. Your CV should include three relevant referees. Only shortlisted applicants will be contacted.

AFIDEP is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.