



Scripture Union Center  
Hurlingham

## SCRIPTURE UNION OF KENYA

P.O. Box 40717, 00100 Nairobi, Kenya,  
Tel: (+254) 020 - 2721675 Tel/Fax: (+254) 020 - 2727851  
Cell: (+254) 020 - 0720-664513, 0735-576326. Email: info@sukenya.org

Off Argwings Kodhek Rd  
Behind Shell Petrol Station

---

### JOB ADVERT

---

Scripture Union of Kenya (SUK) is a para-church organisation registered in Kenya and works with churches to present the Good News of Jesus Christ to children and families and to encourage people of all ages to meet God daily through the Bible and prayers. SUK is seeking to recruit a committed Christian who is highly motivated, experienced, result oriented and with required competencies to the following position:

#### RESOURCE MOBILISATION MANAGER

**Reporting to:** National Director  
**Purpose:** To ensure that adequate and sustainable financial and other resources are mobilized to facilitate all the ministry operations and programs.

#### Core Roles and Responsibilities

1. Shall together with the National Director be responsible for the raising of adequate funds and resources for the ministry operations and programs.
2. Responsible for the formulation, implementation and reviewing of the SUK resource mobilization strategy.
3. Oversee effective development and running of SUK fundraising initiatives including mobilization of membership subscriptions, general donations from individuals, churches and organizations.
4. Coordinate business development for SUK including marketing and sales of SUK publications and optimization of SUK properties for sustainable funding of SUK operations and programs.
5. Prepare fund-raising proposals for various projects ensuring that high quality standards are met and that the proposals meet donor and member requirements.
6. Work with Communications Team to ensure high quality, updated and timely communication with all individual and corporate financial partners.
7. Maintain healthy donor relations and ensure timely accountability and reporting to various donors as per the donor agreements and contracts.
8. Maintain relevant planners, records and trackers to monitor Resource Mobilization performance and submit of regular updates to the Management Team.
9. Facilitate capacity building, advise and support staff members and Committees at national, regional and county levels to develop and implement appropriate ways and means of raising support.
10. Keep up with new trends in the resource mobilization and donor world and sharing this information with the Management and relevant Governance Teams.
11. Shall perform any other duty in line with job purpose as may be assigned by the National Director.

## **Skills & Competencies for the position**

1. Passionate about Scripture Union's work and excited to help it secure new and sustainable funding streams.
2. Fundraising and resource mobilization skills with excellent knowledge of proposal writing.
3. An authentic and persuasive communicator with excellent public relations, interpersonal and negotiation skills.
4. Proven strategic planning, project management and execution skills.
5. A careful and perceptive listener with an empathetic understanding of funders' needs and interests, and energized by the creative challenge of storytelling to engage and motivate supporters.
6. Resourceful, innovative, optimistic, and flexible to embrace new opportunities and the evolving needs of a growing organization.
7. Highly organized and adept at managing projects from concept through implementation.
8. A strong multi-taker, work well under pressure to meet deadlines, and able to self-manage time and workflow to maximize efficiency
9. A positive team player who thrives in a cooperative, collaborative environment.
10. Excellent administration and planning skills.
11. Competent and proficient in relevant computer skills.
12. High level of integrity, honesty and accountability.

## **Qualifications & Experience**

1. A Born again Christian, committed to God's word, prayer and a member of a local church.
2. Agreement with SU Aims, Belief and Working Principles.
3. Bachelor's degree in Communication, Marketing, Education, Project Management or any other relevant field from a recognized university.
4. At least 3 years working experience at management level in resource mobilization, customer relations, and/or sales and marketing.
5. Experience with Not-for-profit grant writing and individual giving programs and managing donor related grants and contracts.
6. A valid and clean driving license

## **Core Values for all employees of SUK**

1. Bible Centered
2. Integrity
3. Accountability
4. Partnership & Collaboration
5. Excellence

Interested candidates should send their applications together with their CVs to [admin@sukenya.org](mailto:admin@sukenya.org) by Friday, August 18 2023, 5.00PM. Please do not submit testimonials and/or reference letters at this point.