



## **ADVERTISEMENT FOR THE RECRUITMENT OF A FUNDRAISING OFFICER**

**REFERENCE N0: NRTT/FEBRUARY/002/2023**

### **TERMS OF REFERENCE**

**Northern Rangelands Trust -Trading (NRT Trading)** is a business accelerator for social and conservation impact enterprises operating in northern Kenya. We accelerate businesses at all levels of the social spectrum: i) from household businesses run by women and youth, ii) to conservancy-based businesses that leverage community assets, iii) to businesses operated by NRT Trading to improve value chain dynamics and connect people to distant markets.

Our vision is to accelerate the development of sustainable and resilient commerce across northern Kenya, which will empower people, improve livelihoods, conserve nature, and contribute to peace and stability.

Our work is structured into 3 pillars:

- Pillar 1: NRT Trading operated businesses (Beadworks)
- Pillar 2: Developing conservancy enterprises (Tourism development)
- Pillar 3: Support to household enterprises through livestock extension, micro-finance and vocational skills training program

NRT Trading is a subsidiary of The **Northern Rangelands Trust (NRT)**, a non-profit umbrella organization that supports 43 member Community Conservancies in 10 ASAL counties across northern and coastal Kenya with fundraising, technical support, governance advice and training, and security.

NRT trading is headquartered in Lewa Wildlife Conservancy, Meru County. More information can be found on [www.nrt-trading.com](http://www.nrt-trading.com).

#### **Purpose of the position:**

NRT Trading is in search of a professional to support fundraising and associated project development.

The fundraising officer will be responsible for Grant Writing and Proposal Development, budgeting and reporting and identify and foster collaborations and partnerships with other organizations.

#### **Scope of work**

- Assist NRT Trading in developing a database/inventory of potential development partners and



foundations that are aligned with our mission.

- Assist NRT Trading in identifying funding opportunities and develop competitive concepts and proposals for submission to potential donors and development partners.
- Flexibly respond and incorporate feedback from the NRT Trading and donors on iterations of funding proposals.
- Working closely with NRT Grant office to explore funding opportunities.

#### **Minimum Qualifications and Skills**

- **Education:** A bachelor's degree in a relevant field such as management, business administration, communications, or marketing. A master's degree in a related field may be preferred or beneficial.
- **Experience:** A minimum of three years of progressively responsible, professional level experience in fundraising, strategic development, business and/or program planning or closely related work is required. An understanding of donor programming and management policies, fundraising principles, techniques, and best practices, including donor cultivation and grant writing.
- **Communication and Interpersonal Skills:** Excellent written and verbal communication skills and the ability to build relationships, network, and collaborate with diverse stakeholders.
- **Project Management:** be able to work on multiple fundraising initiatives simultaneously, set priorities, meet deadlines, and track progress.
- **Financial Acumen:** A good understanding of financial management, budgeting, and financial reporting.
- **Technology Proficiency:** Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, is also necessary.

If your profile matches the above specifications, please send a maximum 2-page CV highlighting relevant experience (CVs over 2 pages will not be read beyond the 2<sup>nd</sup> page), a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on Friday, **14<sup>th</sup> JUL 2023** to: [trading@nrt-kenya.org](mailto:trading@nrt-kenya.org) addressed to: CEO, Northern Rangelands Trading Limited, with subject title '**Fundraising Officer recruitment. REF NO: NRTT/FEBRUARY/002/2023**'

***Only shortlisted candidates will be contacted.***