



Strategic Partnerships Development Associate - KENYA

Introduction

Asante Africa Foundation is a nonprofit organization that believes in the power of knowledge as a catalyst to help young people create a future where they can live their potential. We partner with local leaders to create safe healthy learning environments, strengthen teacher quality and enhance learning, and provide scholarships and leadership training. We know that enriched minds collectively create better solutions to whatever challenges their communities face. Asante Africa is poised for multi-country growth and tremendous in-country impact and seeks a seasoned development professional to lead our fundraising strategy. This position reports directly to the Director of Grants and Strategic Partnerships and works closely with the Country Director, Kenya, other donors, and volunteers. This position will be a contract position with a specific work plan and detailed deliverables.

Essential Duties and Responsibilities of the Development Associate

- Supports Business Development team and Country Director with Grant writing initiating, cultivating and following up with prospective partners, collaborators, and funders.
- Teams with fundraising campaigns and annual solicitations through coordinating email campaigns, invitations to events and email communications.
- Manages strategic partnership and engagement appointments for the Development team and Country Director.
- Works to acquire new donors and manages a donor database; keeps in regular contact with donors during fundraising events.
- Maintains the accuracy and integrity of databases by ensuring that all information is kept current and up to date.
- Represents Asante Africa Foundation at partnership events, and in donor cultivation meetings as appropriate.
- Assists with the creation and finalization of guest lists.
- Mails flyers and other correspondence to potential donors, volunteers and guests in order to inform them of events and activities.
- Works with marketing team to develop content and materials to be used for fundraising
- Writes grant requests and proposals as necessary.
- Assists in scheduling meetings with prospective funders and donors.
- Creates reports to analyze giving trends and fundraising activities.
- Works with the Country Director to develop the quarterly basis supportive plan and KPIs which will be used as the guide on the monthly basis delivery.

To apply, send CV and resume to Paul Mwititi at pmwiti@asanteafrica.org