



SOS CHILDREN'S
VILLAGES

VACANCY ANNOUNCEMENT

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "Every child belongs to a family and grows with love, respect, and security" and its programs are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities and build strong institutions in line with Sustainable Development Goals (SDGs) 1, 4,8,10, and 16. This is done through programs that are geared towards addressing the political, economic, health, and socio-cultural root causes of child vulnerability and family separation. The programs focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health, Advocacy, and Humanitarian Action.

SOS Children's Villages in Kenya implements programs in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu, and Meru. We seek to recruit suitably qualified persons to fill the position of **Face-to-Face Fundraisers (5 positions)**

POSITION: Face-to-Face Fundraisers (Facers)

Position Summary: Reporting to the Face-to-Face Manager, the team of dynamic and passionate Face-to-Face Fundraisers (Facers) will be stationed at various malls and events to recruit **committed individual givers**. This role is critical in enhancing the sustainability of our programs and supporting the future of thousands of children who have lost or are at risk of losing parental care in Kenya. They will take the lead in contacting potential individual givers and funders. They will spot opportunities to engage and make full use of all available tools to recruit committed givers daily.

Key Performance Areas and Main Responsibilities:

- **Recruit Individual Committed Givers:** Engage with potential donors at malls and events, inspiring them to make monthly, regular donations to support SOS Children's Villages.
- **Daily Outreach:** Achieve daily and weekly recruitment targets by interacting with members of the public and explaining the mission of SOS Children's Villages.
- **Build Relationships:** Establish positive and engaging conversations with potential donors, making a lasting impression that leads to regular financial support.
- **Donor Retention:** Support the long-term sustainability of the organization by encouraging regular monthly giving and ensuring donors understand their impact on children's lives.
- **Event-Based Fundraising:** Attend public events, exhibitions, and activations as needed to represent SOS Children's Villages and attract new donors.
- **Collaboration:** Work closely with the Face-to-Face Manager and the fundraising team to ensure alignment of strategy and goals

Performs other reasonable tasks assigned by the immediate supervisor

Formal Qualifications & Experience Requirements

1. **Diploma** in Marketing, Sales, Communication, or a related field.
2. **Experience in Fundraising or Sales:** Previous experience in fundraising, sales, or customer service is highly preferred.

A loving home for every child

3. **Strong Communication Skills:** Ability to engage and inspire people through face-to-face communication, conveying information clearly and persuasively.
4. **Target-Driven:** Results-oriented with the ability to meet or exceed daily, weekly, and monthly targets.
5. **Customer Relationship Management:** Experience in building and maintaining positive relationships with customers or donors.
6. **Positive Attitude and Team Player:** Energetic, enthusiastic, and motivated to work both independently and as part of a team.
7. **Flexibility:** Willingness to work in different locations (malls, events, etc.) and adapt to changing environments.
8. **Basic IT Skills:** Proficiency in using digital devices and basic software for reporting purposes.

Child Protection Policy

SOS Children's Villages Kenya takes Child safeguarding and Asset safeguarding very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organization. You must sign the Organization's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

Data Protection Policy

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages in Kenya beneficiaries and their families, co-workers, suppliers, Board members, contractors, and other stakeholders is handled confidentially and by prevailing SOS-Kinderdorf International data protection laws and Kenya's legal frameworks on Data Protection.

How to Apply

If you believe your experience, competencies, and qualifications match the job and role specifications described; send a Cover Letter & updated CV in PDF with details of 3 traceable referees one of which must be an immediate former employer to recruitment@soskenya.org addressed to the **Human Resource and Administration Manager** to reach us on or before **27th October 2024**.

Only shortlisted candidates will be contacted

SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy on any conduct of sexual harassment, exploitation, and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection, and hiring decisions will give due emphasis to assessing candidates' value congruence and thorough background checks, and police clearance reference check processes.

SOS Children's Villages is an equal opportunity employer, and its Recruitment Policy addresses itself to the core values of best practice, diversity, and equality.