



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 person to fill the position of **Individual Giving Coordinator (1 Position, National Office)**

POSITION: INDIVIDUAL GIVING COORDINATOR (1 POSITION, NATIONAL OFFICE)

Position Summary: Reporting to the Head of Fund Development and Communications, the Individual Giving Coordinator is responsible for fundraising activities targeting individuals to achieve financial self-sufficiency for the Member Association. This role will oversee digital and face-to-face recruitment channels, focusing on product development, recruitment strategies, and donor loyalty programs.

Key Performance Areas and Main Responsibilities:

Team Leadership and Management:

- Lead and manage the individual recruitment team.
- Oversee F2F team recruitment processes, ensuring adherence to targets and quality standards

Product Development:

- Develop and implement innovative fundraising products and appeals.
- Collaborate with stakeholders to identify fundraising priorities and initiatives.

Recruitment Strategies:

- Execute recruitment strategies across digital and F2F channels.
- Monitor performance, analyze trends, and optimize recruitment efforts.
- Design and implement donor loyalty programs to enhance retention and maximize donor value.

Performance Management:

- Establish performance goals for the recruitment team and track progress.
- Conduct performance evaluations and support professional development initiatives.

Compliance and Monitoring:

- Adhere to SOS guidelines and legal requirements.
- Monitor market trends and competitor activities in individual fundraising.

Performs any other tasks that may be assigned by the immediate supervisor from time to time

Formal Qualifications & Experience Requirements

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1. **Bachelor's degree in Marketing, Business Administration, Communications**, or a related field.
2. Minimum of **4 years of experience** in fundraising, individual giving, or marketing, preferably in the nonprofit sector.
3. Proficiency in **Salesforce and Kentico systems** is an added advantage.
4. Strong leadership and team management skills, with experience in leading and motivating teams to achieve fundraising goals.
5. Knowledge of digital and traditional fundraising techniques, including direct response, email marketing, and face-to-face solicitation.
6. Excellent communication and interpersonal skills, with the ability to build rapport and relationships with donors and stakeholders.
7. Analytical mindset, with the ability to interpret data, analyze performance metrics, and make data-driven decisions.
8. Creative thinking and problem-solving abilities, with a passion for innovation and driving results.
9. Commitment to the mission and values of SOS Children's Villages Kenya, with a dedication to making a positive impact on the lives of children and families.

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 Manager** to reach us on or before **14th June 2024**.

Please indicate your position of interest.

Only shortlisted candidates will be contacted

SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy for the 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.