



VACANCY ANNOUNCEMENT: MAY 2024

Title: Fundraising and Partnership Officer

Supervisor: Chief Executive Officer

Job Location: Remote with occasional travel to the Mara

Job Grade: F

1. The Organisation

The Maasai Mara Wildlife Conservancies Association (MMWCA)

<http://www.maraconservancies.org/> is a membership organisation of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. MMWCA is one of the Kenya Wildlife Conservancies Association's members (<http://kwcakenya.com/>), contributing to the growth and development of conservancies nationally. The Association serves to meet three primary objectives:

- i. Provide a convening space for open discussions, a hub for knowledge sharing and coordination across conservancies; a voice for advocacy; and driving policy in the interest of conservancies and conservation-related issues across the Mara.
- ii. Support the creation and development of conservancies and their neighbouring areas across the greater Mara ecosystem as a sustainable form of land use and provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
- iii. Lead and/or implement development and conservation programmes across member conservancies to facilitate coordination, collaboration and synergetic action.

2. Overview

As the Fundraising and Partnerships Officer at Maasai Mara Wildlife Conservancies Association (MMWCA), you will play a pivotal role in overseeing the diversification of our current donor base and ensuring the stewardship of existing donors. The Fundraising & Partnerships Officer will be

a crucial member of MMWCA's team, working closely with the CEO and various departments to drive fundraising efforts. The successful candidate will be responsible for cultivating donor relationships, developing targeted campaigns, and contributing to the creation of proposals and concept notes.

Key Responsibilities:

A. Fundraising:

- Develop and implement a comprehensive strategy to diversify MMWCA's current donor base, ensuring sustainability and resilience in funding sources.
- Enhance grants capacity and introduce effective tools for MMWCA and Mara conservancies to optimize fundraising efforts.
- Oversee the management of a diverse portfolio, including bilateral, multi-lateral donors, and private/corporate donors, aligning with the strategic goals of MMWCA.
- Foster strong relationships with donors, ensuring effective communication and alignment of funding objectives with MMWCA's conservation initiatives.
- Collaborate with the CEO to secure increased funding support from County and National Governments for MMWCA, contributing to the financial sustainability of our conservation projects.
- Uphold the highest standards of governance, promoting transparency and accountability across all fundraising activities.

B. Donor Relationship Management:

- Identify and build relationships with current and potential donors, seeking strategic engagement opportunities.
- Work closely with the CEO and Senior Management Team to initiate and act on donor relationships.

C. Proposal Development and Review:

- Collaborate with the Senior Management Team in planning and developing program concept notes and proposals.
- Collaborate with the Senior Management team to review narrative and budget in line with established parameters.
- Act as the focal point in MMWCA for proposal development.

D. Contract Management and Reporting to Donors:

- Work with the Senior Management team to ensure the development of high-quality technical and financial reports for donor submissions.
- Work with the Senior Management Team to ensure timely submission and approval of reports.
- Ensure strict compliance with all relevant regulations, generally accepted accounting practices, and contractual and external

requirements, including donor, legal, and MMWCA policies and procedures.

E. Donor Contracts

- Ensure accurate recording of donor contract information.

F. Capacity Building:

- Assess and strengthen the capacity of MMWCA staff in funding management and compliance.
- Provide formal training and coaching on planning, securing, and managing restricted and unrestricted funds.

G. Non-monetary Partnerships:

- Cultivate and expand the non-monetary partnership base through adept relationship management at all organizational levels.
- Develop strategies for nurturing and strengthening partnerships that extend beyond monetary contributions, enhancing MMWCA's influence and collaborative impact.

H. Communications & External Engagement:

- Work with the Communications Department to facilitate the coordination of effective communications resource sharing among finance, operations, and programs departments.
- Support the CEO to attend and oversee leadership engagement and stakeholder convenings with donors, government representatives, and partners.
- Work with the Communications Department to ensure that communication materials support the donor acquisition agenda, reflecting the organization's achievements and impact.

I. Monitoring, Evaluation & Learning (ME&L):

- Collaborate with Programmes Department to ensure that ME&L data is effectively communicated to donors, partners, and stakeholders.

J. Information Management:

- Triangulate program information filing across Google Drive, Sage System, and hard copies.

Qualifications:

- Bachelor's degree in commerce, Business Management, Business Administration, Project Management or other relevant field such as ecology, biology, sociology, anthropology.
- Master's degree in Project Management or a related field will be an added advantage.
- Experience working with donors like USAID, GIZ, SIDA, NORAD, EU etc
- 10+ years proven experience in fundraising roles, preferably within non-profit or conservation sectors.

- Strong interest and understanding of conservation issues, sustainability, and environmental concerns in the Mara region.
- Attention to detail, analytical thinking, and impartiality in reviewing reports.
- Ability to work effectively with diverse groups and independently.
- Strong networking and relationship-building skills, with the ability to engage stakeholders at various levels and different geographies and multicultural settings.
- Ability to work under pressure, manage multiple projects, and meet deadlines.
- Prior experience working with pastoralist communities is an added advantage.

3. How to Apply

If you are passionate about conservation, have a track record in fundraising, and want to contribute to the sustainable development of the Maasai Mara ecosystem, we invite you to apply for the Fundraising & Partnerships Officer position at MMWCA. Join us in our mission to make a positive difference in the world of conservation.

Send an application to the Chief Executive Officer, Maasai Mara Wildlife Conservancies, to reach us by close of business on **16th May 2024**, to recruitment@maraconservancies.org.

A complete application will have the following:

- i. A cover letter.
- ii. A detailed curriculum vitae highlighting relevant experience.
- iii. A daytime telephone contact, email address, and the names of three professional referees.