Kakenya’s Dream seeks to empower and motivate young girls through education to become agents of change and to break the cycle of destructive cultural practices in Kenya, such as female genital mutilation and early forced marriage. These future leaders will improve their community, their nation, and the world. We challenge ourselves to come up with the best educational system for young African girls and we promise to share our models with others.

Dr. Kakenya Ntaiya is a leading advocate for girls’ education and empowerment. Surviving female genital mutilation and avoiding an arranged marriage as a child, Dr. Ntaiya went on to become the first woman from her community to go to college in the US. She founded Kakenya’s Dream to continue paving the way for the next generation of women leaders in her community.

Kakenya’s Dream is seeking a Development Officer or Manager (title to be determined based on experience) to execute our fundraising operations of $2.1M annually. Reporting to the Director of Development, this person works closely with the President, COO, program staff, and communications teams to ensure the organization achieves annual and multi-year fundraising goals. They must have superior organizational skills, excellent communication skills, and sound judgment, and should be interested in working in a fast-paced environment with highly motivated staff in a mission-focused organization.

Responsibilities

**Individual Giving (33%)**
- Implement/manage the organization’s development plan to cultivate, steward, track, acknowledge and recognize individual donors.
• Serve as the primary relationship manager for donors in our Kuza Giving Circle starting at $1,250 - $10,000 annually, with a specific focus on upgrading donors to this giving range and beyond.
• Utilize traditional and innovative tactics to upgrade giving, deepen donor commitment, and expand relationships.
• Implement/manage the organization’s fundraising appeals in print and online through electronic solicitations and communications, monthly giving and social media fundraising.
• Implement/manage the cultivation process for the engagement of major donors and other prospects by the President, in-country director, or board members.

Foundations/Grant Management (33%)
• Conduct research and prospecting of new foundations that will support the organization’s operations and programs.
• Prepare and submit grant applications, LOIs, and reports, and maintain deadlines to meet goals and reporting requirements.

Development Operations (33%)
• Manage the donor and communications database (Bloomerang). Develop proficiency with the system, including utilization of the database to improve or simplify processes and generate necessary reports.
• Enter all gifts and other relevant donor information into the Bloomerang database.
• Produce timely acknowledgments for all gifts.
• Support the President, COO, Board of Directors, and other staff in their own fundraising activities and donor stewardship.
• Attend fundraising-related meetings with the President to ensure meeting notes are captured and action items are collected and assigned appropriately following meetings/events.

Additional duties as assigned and needed.

Requirements
• Bachelor’s degree and at least three years’ hands-on development experience. Six plus years experience required for the manager title.
• Demonstrated experience and accomplishment in annual and major gifts fundraising from individuals, foundations and corporations.
• Strong verbal, writing, editing and research skills.
• Proactive, organized and energetic self-starter with the willingness to work hands-on to develop and execute a variety of fundraising and communications activities.
• Must be able to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks and demands.
• Previous nonprofit fundraising experience.
• Proficient in Microsoft Office and Google applications and experience with fundraising databases.

Preferred
• International experience or perspective, especially related to East Africa, education, violence against women/girls, and/or empowering girls.

Compensation
• A competitive salary and benefits will be provided.

To apply please send your cover letter, resume, and a writing sample to jobs@kakenyasdream.org. Unfortunately, due to the volume of applications we receive we are only able to respond to candidates that meet the job requirements.

Kakenya’s Dream is an equal opportunity and affirmative action employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, national origin, gender, marital status or sexual orientation.