



TENWEK HOSPITAL SENIOR MANAGEMENT POSITION

DIRECTOR – FUNDRAISING & DEVELOPMENT

Job Summary: Reporting directly to the Chief Executive Officer (CEO), the Fundraising & Development Director will provide the necessary vision, leadership, and fundraising skills which will enable the Hospital to achieve its fundraising targets and organizational development Programme.

Main Responsibilities:

Strategy and planning

- Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams.
- In cooperation with the CEO, lead the development of any long-term strategy to achieve agreed long-term organizational goals.
- Identify new potential income streams and produce strategies to access these funds.

Fundraising

- Manage an effective fundraising team that delivers on the set targets.
- Oversee the management of grant and trust income Programme and ensuring the production of effective, high-quality proposals and reports.
- Lead on development of new funding streams.
- Develop and maintain effective supporter journeys for the development of relationships and retention.

Staff Management

Line management of fundraising staff, including:

- Agreeing on objectives and work plans.
- Managing workload and performance through regular one-to-one line management discussions.
- Plan and implement a personal development Programme for team members in all relevant skills.
- Undertake annual performance reviews.

Person Specification Essential Experience

- Bachelor's Degree
- At least seven years' experience in a similar role.
- Demonstrable track record of Strategic Fundraising.
- Successful, significant, and relevant achievement at management level in a comparable national/international organization.
- Experience in utilizing the strength of an organization brand for charity/business development.
- Proven track record of meeting challenging income targets.
- Proven ability to build, manage and develop key stakeholder, client, and donor relationships.
- Experience in developing and implementing strategic and business plans.
- Proven track record in fundraising that has directly resulted in increased income for an organization.
- Effective dissemination of information to large and diverse groups.

Financial Planning and Budget Management

- Produce cost-effective budgets to achieve action plans.
- Develop and maintain income and expenditure tracking and evaluation systems.
- Ensure the Fundraising & Development Department is kept within budget.

Senior Management

The Director, fundraising and development is a member of Tenwek Hospital's senior management team and as such the post-holder will be expected to play a proactive role in the management of the organization, including:

- Organizational strategic planning.
- Organizational development.
- Income and expenditure budget planning and management.
- Advising members of SMT on the availability of funds and the viability of obtaining funds to support campaign initiatives.
- Attending finance committee meetings to report and give advice on fundraising matters.

Essential Skills and Knowledge

- Strong leadership skills.
- Experience in the development of an individual donor Programme including donor marketing is also an advantage.
- Track record of bringing innovative creative thinking and fresh ideas to an organization and/or its services.
- Knowledge of the fundraising environment and of a range of techniques and disciplines which will support the cost-effective generation of income for Tenwek Hospital.
- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently.
- Ability to secure Senior Management and the Board's approval for strategy.
- Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the post and initiate, develop, and deliver new initiatives that build on their successes.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Commitment to Tenwek Hospital's core values and strategic direction.

How to apply:

Interested candidates who meet the above criteria should send their applications to ceo@tenwekhosp.org on or before 15th November

2023 enclosing:

Resume, Cover Letter & Statement of Faith*

*What is a statement of faith?

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.