ST. PAUL'S UNIVERSITY
The University of Choice!

INTERNAL ADVERTISEMENT
JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: Resource Mobilization Officer
Reporting To: Deputy Vice Chancellor, Finance & Administration
Department: Office of the Deputy Vice Chancellor, Finance & Administration

Purpose of Role:

The scope of the job is to support the Resource Mobilization strategy at St. Paul's University. The post holder will develop and deliver strategies that create new partnerships and streams of funding as well as maintain relationships and a supporter base. The Resource Mobilization Officer will drive strategic and proactive resource mobilization and work to improve donor and internal St. Paul's University engagement/visibility.
S/he will proactively identify and track donor opportunities, facilitate donor engagement, develop Resource Mobilization strategies, support development and sharing of marketing materials, and coordinate proposal development for large and strategic funding opportunities. This is in addition to donor reporting, project management, project monitoring and evaluation, specific donor requirements reporting, budget tracer reporting, etc. The Resource Mobilization Officer will also play a key role in identifying and nurturing partnership opportunities to maximize collective impact.

KEY RESPONSIBILITIES

1. **Strategic Planning, Research, and Learning**

- Lead portfolio and funding assessment and analyses (portfolio analysis, donor landscape assessments, and funding opportunity assessment) in order to identify and strategically invest in potential donors to advance the University strategy.
- Maintain an ongoing and regularly updated knowledge management system, inclusive of contextanalyses, proposals, and other resource relevant for future proposal development.
- Support the development and implementation of the University fund raising strategy by actively participating in the preparation of the University office plans and budgets to ensure conformity with the University strategic plan.

2. **New Business Identification and Intelligence Gathering**

- Identify, research, track, donor mapping, and disseminate information on new funding opportunities in line with the St Paul's University Strategy. Ensure quality proposal development and support with budgeting in compliance with donor requirements and institutional policy, procedures, and practices.
- Develop and maintain a knowledge management system for tracking Resource Mobilization opportunities, including maintaining a repository of proposal development templates, pre-award tools, program concepts, capacity statements, proposal templates etc.

3. **Job Responsibility: External Engagement Support (Partnerships, Networking and Positioning)**

- Lead the development of donor engagement plans and optimize donor engagement. Support the University to initiate and maintain donor contacts, plan and prepare for meetings and strategic engagements.
- Research, identify, and disseminate information on different actors to inform strategic new partnerships and consortia.
- Act as key focal point for communications with select donors, representing St Paul's University in negotiations of contractual terms and communicating relevant priorities to donors and internal business development units.

4. **Proposal Coordination and Development**

- Create budgets for new projects, working closely in conjunction with technical project leads and following St Paul's University internal budget review processes.
- Proposal development, including managing the overall process, developing the proposal calendar, assigning roles, facilitating workshops, and ensuring inputs from staff are timely, competitive, and compliant.

QUALIFICATIONS AND EXPERIENCE

1. Master's or Bachelor's degree in Management, Economics, Finance, or any other relevant field.
2. Have a minimum of 6 years of work experience in Fundraising, Grant Writing, and Networking.
3. Registered with the relevant professional body
4. Demonstrated digital competence in the responsible use of digital tools and platforms to support resource mobilization activities, including donor and stakeholder databases, proposal development and reporting tools, online fundraising and communication platforms, data analysis and presentation software, electronic correspondence, and virtual engagement tools, while ensuring data accuracy, confidentiality, ethical standards, and compliance with institutional policies.
5. Demonstrated knowledge and understanding of the Strategic Plan 2025–2030 and the ability to support its implementation is an added advantage.
6. A committed Christian of high moral and ethical standing, aligned to the University's vision, mission, and values.

KEY COMPETENCIES AND SKILLS

- Good communication and reporting skills.
- Attention to detail and quality orientation skills.
- Good analytical skills.
- Good interpersonal skills.
- Team Player with strong organizational and managerial skills.
- Digital Competencies.
- Emotional Intelligence skills.
- Report writing skills.
- Technology transfer skills.

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form https://www.spu.ac.ke/careers via the following address: recruit@spu.ac.ke

All applications should be submitted on or before Wednesday, 18th February 2026. Only shortlisted candidates will be contacted.

Contacts:- **Tel:** 020-2020505 | 0728 669 000 **Email:** info@spu.ac.ke **Website:** www.spu.ac.ke