



**Position: Communications and Development Associate (Full Time)**

Organization: **Kounkuey Design Initiative (KDI)**

Proposed start date: **7<sup>th</sup> January 2019**

Office Location: **Kenyatta Market, Nairobi, Kenya**

Project Locations: **Kenya and International**

**Closing date: Friday 23<sup>rd</sup> November**

Kounkuey Design Initiative (KDI) is a non-profit design and community development organization. We partner with under-resourced communities to advance equity and activate the unrealized potential in their neighborhoods and cities. We accomplish this mission through advocacy, research, planning, and built works.

Find out more about KDI on our website: <http://kounkuey.org/>

The Kenya Communications and Development Associate will work hand-in-hand with the Los Angeles-based US Communications and Development Associate to execute KDI's communications and fundraising strategies, chiefly through content creation and grant research and writing, among other responsibilities. They will report to the Kenya Office Directors and work closely with the Executive Director (ED) and Associate Director, as well as various project managers and coordinators.

The candidate must be both a creative and strategic thinker, who will support the ongoing development and implementation of KDI's communications and fundraising strategies through strong storytelling and thorough planning. This is a tremendous opportunity for an emerging communications and development leader to strengthen the internal capacity of a highly innovative, dynamic, and impactful organisation while advancing their professional capabilities.

A summary of the roles and responsibilities is below:

**Public Relations and Communications**

- Support the continued refinement and implementation of internal and external communications strategy and protocols.
- Compose compelling internal and external communications content tailored to diverse audiences while ensuring alignment



with KDI tone and spirit.

- Specific responsibilities include:
  - Draft and edit content for digital communications (website, e-newsletter, email appeals, blog, and social media) for promotional, educational, fundraising, informational, and networking purposes to support and raise awareness of KDI's work.
  - Coordinate with project staff to develop and write social media content and interact with online audiences as required.
  - Develop promotional materials and project-related communications such as annual reports, press releases, flyers, posters, presentations and handouts for a range of internal (staff, board members) and external (donors, funders, media, partners) audiences.
  - Support the development of presentations and other communications materials for Executive, Associate, Community and Research Directors as needed to support dissemination of KDI model and impacts.
  - Be an advocate for responsive design, research and community development in Nairobi and further afield.
  - Be available for regional and international travel as required.
  - Other communications and public relations duties as required.

### **Fundraising, Development, and Strategic Planning**

- Support implementation and evaluation of annual and multiyear fundraising strategies in collaboration with Executive Director, Associate Director and US Communications and Development Associate.
- Specific responsibilities include:
  - Maintain and update grants database and calendar to support effective fundraising planning.
  - Research, coordinate, and write government, private, corporate and international grant and contract proposals and reports to support Kenya-based work in collaboration with program staff, project partners, Directors, and US Communications and Development Associate.
  - Inform, update, recognise, and cultivate Kenya-based donors in an efficient and timely manner through individualised correspondence, donor database management, gift processing, and in-person meetings as needed.
  - Other development and fundraising duties as required.

### **Project and Program Management and Delivery**

- Support engagement with KDI's community partners for projects and programs relevant to the Community Department and in close coordination with the Community Department, as required.
- Specific responsibilities include:
  - Facilitate seamless communication between KDI and community partners



- Support collection of community-level impact data (qualitative and quantitative), photography and other materials for project evaluation, reporting, fundraising, and communications.

### **Human Resources Management**

- Support and advocate own capacity strengthening and that of Associates within scope of Professional Development support.
- Submit vacation and sick leave requests in a timely manner, prepare for evaluations.

### **Financial and Administration Management**

- Provide input to overall project and office budgets together with Office Directors as requested.
- Work in compliance with KDI financial procedures and the finance team and mentor line.

A description of the desired candidate is below:

### **Qualifications and Experience**

- Relevant bachelor's degree (e.g. development, planning, public policy, or other humanities-related subject) from an accredited college or university
- One to three years of professional and/or internship experience in the non-profit, international development, design, planning, or research sectors
- Professional or academic writing experience; ability to compose, edit, and proofread range of written materials
- Excellent written and oral communication skills (English)
- Development or social media experience a plus
- Bilingual English/Swahili a plus
- Excellent computer skills, experience with Adobe InDesign and Creative Suite much preferred

### **Application Procedure**

Interested parties should submit (1) a cover letter that includes relevant experience, achievements, and interest; (2) a CV; and (3) a writing sample that demonstrates your ability to construct an argument and tell a compelling story. References will be required at interview stage.

Please note that we will only accept electronic submissions and will only contact the most qualified applicants to schedule a formal interview.



Please submit application materials electronically to **Vera Bukachi** (KDI Kenya Research Director) using the following email address:

[kenyajobs@kounkuey.org](mailto:kenyajobs@kounkuey.org) and include “Communications and Development Associate” in the Subject Line.

**Deadline for Applications: Friday 23<sup>rd</sup> November**