

## Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991 in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development projects. We provide help and expertise through relief and development projects in sectors of education, health, water and sanitation, advocacy, child rights protection, income generation, environment and climate change, disasters, and emergency relief.

GN Kenya is seeking *an experienced and detail-oriented fundraising Event Organizer / Consultant* to work with us. The Consultant will be responsible for organizing events and concerts for the purposes of raising funds to support the vulnerable children. The ideal candidate will have excellent communication skills and organizational skills, with relevant experience in organizing and managing fundraising events and concerts.

**Job Title:** Fundraising Event Organizer / Consultant

**Location:** Kiambu, Kenya

**Job Type:** Part Time

**Date Posted:** 30<sup>th</sup> May, 2024

### **Duties and Responsibilities:**

1. Coordinating and managing the event planning process.
2. Providing guidance and support in the preparation of the fundraising event, including proposal writing and editing, budget planning, and any other activity geared towards fundraising.
3. Mapping and management of potential donors, foundations, corporates, government agencies and individuals
4. Identification and management of artists.
5. Coordination and management of event venue.
6. In charge of communication and network development with stakeholders in collaboration with KGN.

7. Developing and managing the marketing strategies in consultation with KGN.
8. Overall management of the concert or event.

### **Qualifications**

The ideal candidate for this consultancy should possess the following qualifications and experience:

- Familiarity with the non-profit sector and an understanding of the Organization's mission and values.
- Proven experience in organizing fundraising events for non-profit organizations.
- Strong knowledge of various fundraising techniques, including major gifts, online campaigns/marketing, philanthropies and corporates mapping and engagement.
- Ability to identify and engage potential charitable enterprises and corporates to support the course.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

### **Qualified and interested persons are requested to:**

- Written applications enclosing Certificates, testimonials, and resume stating related working experience, and current and expected remuneration by **21<sup>st</sup> June 2024** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke).
- If you have a publication or any other portfolio related to your job application, please include it in your application or share a web link.
- Interviews shall be both oral and written. Please mention your expected remuneration in your cover letter. This is a mandatory requirement.
- Note that only successful applicants will be notified of the interview.

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