



Bible Translation & Literacy E.A

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OPPORTUNITY TO SERVE

BTL is a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among the indigenous language groups in Kenya and beyond. We are seeking to recruit a highly motivated born again Christian of good standing, to fill the position below. The candidates must possess excellent inter-personal and communication skills, strong analytical skills, and must be proactive and able to work under minimum supervision.

GRANTS ASSISTANT

The Grants Assistant is responsible for providing full-life project cycle grant writing support for submissions which includes managing timelines and project milestones, collecting information from various sources, editing documents, report writing, and coordinating with multiple stakeholders involved.

Key responsibilities:

- Assist in developing grant proposals for organizational needs
- Research potential donors/partners such as trusts, embassies, foundations, companies, high net worth individuals, etc., finding a match with partners whose philanthropic or funding criteria match the organization's, or its partners' vision and activities
- Research funding sources, prepare and submit letters of intent and full grant proposals and budgets to secure new donors and renew existing donors
- Gather the necessary information to ensure proposals and reports are comprehensive and compelling
- Assist in grant reporting to ensure requirements are fulfilled in a comprehensive and timely manner

Qualifications and experience:

- Bachelor's Degree in Institutional Fundraising, Project Management, Grant Writing, Business Development, Development Studies, or Economics and Social Sciences
- Minimum two years of demonstrated experience in developing fundraising strategies and institutional fundraising
- Experience in writing winning fundraising proposals to donors/partners such as trusts, embassies, foundations, and companies with high net worth individuals
- Ability to train staff on report writing
- Previous experience in project management is desirable

Applications **clearly indicating the position applied for in the subject line**, along with a detailed CV, copies of certifications, and three referees (professional, social, and church), as well as the phone number (s) for both applicant and those of the referees, should be **emailed** to the below address by **Sunday, 3rd March 2024**.

Human Resources Manager
Email: careers@btlkenya.org

Only short-listed candidates will be contacted