



Bible Translation & Literacy E.A

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OPPORTUNITY TO SERVE RE-ADVERTISEMENT

BTL is a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among small language groups in Kenya. 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.

GRANT WRITING ASSISTANT

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

Key Responsibilities:

- Assisting in developing grant writing proposals for organizational needs.
- Researching potential donors/partners such as trusts, embassies, foundations, companies with 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.
- Assisting in grant reporting to ensure requirements are fulfilled in a comprehensive and timely manner.

Qualification 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 the referees, should be **emailed** to the below address by **Thursday, 25th April 2024**.

Human Resources Manager | Email: careers@btlkenya.org

This is a re-advertisement. If you had previously applied, please do not reapply.

Only short-listed candidates will be contacted.