



Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;
+254 – 735 333065

OPPORTUNITY TO SERVE

BTL, a Christian faith-based organization, involved in Language Development, Bible Translation, Literacy and Community Development among indigenous language groups in Kenya and the Eastern Africa region, is seeking to recruit a highly experienced and proactive born-again Christian of good standing, demonstrated spiritual maturity, integrity, and a calling to serve, to fill the position below.

INSTITUTIONAL GRANTS FUNDING OFFICER

Based at the Nairobi Head Office, the Institutional Grants Funding Officer will be responsible for driving the growth of institutional funding to support BTL's programmes. The Officer will also play key roles in identifying funding opportunities, developing winning grant proposals, managing funding partners' relationships, and ensuring compliance with funding partners' requirements to advance BTL's mission.

Duties and Responsibilities:

- Lead institutional grant acquisition by developing high-quality, competitive grant proposals, concept notes, and budgets that align with funding partners' priorities and BTL's strategic objectives.
- Identify and grow funding opportunities by researching and cultivating a strong pipeline of institutional funding partners.
- Strengthen, build, and manage relationships with funding partners, serving as the primary liaison with institutional partners.
- Ensure effective grant management and compliance by coordinating with programme and finance teams to meet funding partners' requirements, reporting schedules, and organizational policies.
- Prepare high-quality funding partner reports and represent BTL at funding partners' meetings, networking events, and partnership forums while collaborating internally to design fundable projects.

Qualifications and Competencies:

- A Bachelor's degree in International Development, International Relations, Development Studies, Communications, Business Administration, or a related field.
- A minimum of three (3) years' experience in institutional fundraising, grant writing, or resource mobilization within a non-profit or faith-based organization with a proven record of securing institutional grants.
- Excellent proposal writing, communication, relationship management, and stakeholder engagement skills, with the ability to develop compelling funding applications.
- Strong financial and analytical skills, including experience in proposal budgeting and knowledge of institutional donor regulations and compliance requirements.

How to Apply:

An application with a detailed CV, copies of certificates, and three referees (Professional, Social, and Church), along with office and mobile telephone contacts for both the applicant and the referees, should be emailed under the subject line **Institutional Grants Funding Officer** by **Friday, 21st August 2026**.

Email: career.igfo@btlea.org

**HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY E.A**

P.O. Box 44456 – 00100 Nairobi

Only short-listed candidates will be contacted