Bible Translation & Literacy E.A
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OPPORTUNITY TO SERVE

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

RESOURCE DEVELOPMENT MANAGER

Based at the Nairobi Head Office, the Resource Development Manager, reporting to the Executive Director will provide strategic leadership to the organization's Resource Development Department, leading fundraising, grant acquisition, donor engagement, strategic partnerships, and resource mobilization initiatives. The role will ensure the availability and sustainability of the financial and non-financial resources required to advance the organization's ministry and strategic objectives.

Duties and Responsibilities

1. **Resource Mobilization Strategy:** Develop, execute and monitor resource development strategies that diversify funding sources, set annual fundraising targets, and secure sustainable financial support for the ministry.
2. **Fundraising and Donor Relations:** Serve as the organization's primary liaison to donors, institutional funders, and key stakeholders, leading the identification, cultivation, solicitation, and stewardship of relationships with individuals, churches, foundations, corporations, and other strategic supporters to secure sustainable resources for BTL's mission and objectives.
3. **Grant Management and Strategic Partnerships:** Oversee the full grant management cycle, including prospecting, proposal development and submission, compliance, reporting, and donor stewardship; build strategic partnerships and review grant agreements and partnership proposals to ensure alignment with organizational objectives
4. **Communications and Fundraising Campaigns:** Provide strategic leadership and guidance to the Communications team on all organizational communications, marketing, fundraising campaigns, public relations, visibility and brand consistency to enhance stakeholder engagement and advance BTL's mission. These will include but not limited to the BTL Runs and Dinners.
5. **Performance Management, Budget Oversight, and Reporting:** Develop and oversee the departmental budget, monitor resource mobilization performance against targets, analyze fundraising trends, and provide regular performance reports to the Executive Director, Senior Leadership Team, and Board.
6. **Team Leadership and Development:** Lead, supervise, mentor, and manage the performance of the Resource Development Department, fostering accountability, collaboration, and achievement of departmental targets.

Qualifications

- A Bachelor's degree preferably in Development Studies, Business Administration, Strategic Management, Communications, International Relations, Social Sciences, or a related field from a recognized university. A relevant Master's degree is an added advantage.
- Professional certification in fundraising, resource mobilization or grant management is an added advantage.
- At least 7–10 years of progressive relevant experience in fundraising, resource mobilization, grant management, donor relations, or partnership development, including at least 5 years in a senior management or leadership role, preferably within a faith-based organization.

- A proven track record of successful fundraising and grant acquisition from diverse funding sources, with demonstrated ability to develop and implement resource mobilization strategies and achieve fundraising targets.
- Demonstrated experience in donor relationship management, grant compliance, strategic partnerships, and stakeholder engagement.
- Sound knowledge of the public benefit and charitable sector in Kenya and Eastern Africa, including church relations, local philanthropy, institutional funding, and international donor requirements.
- Strong strategic planning, budget management, analytical, proposal writing, negotiation, and executive presentation skills; proficiency in donor management systems and fundraising data analysis is an added advantage.
- Demonstrated Christian commitment, spiritual maturity, integrity, and accountability, with a strong ability to lead and develop teams and a commitment to BTL's mission and values

How to Apply

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both the applicant and referees should be emailed under the subject **Resource Development Manager** to be received by **Wednesday, 11th November 2026.**

Email: career.rdm@btlea.org

HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY E.A
P.O. Box 44456 – 00100 Nairobi

Only shortlisted candidates will be contacted