



Job Opportunity

Vacancy: Resource mobilization Coordinator

Reports to: the Program Manager

Department: Administration

Kawempe Home care (KHC) is a private not for profit organization that was started in July 2007 by a group of devoted health professionals to provide comprehensive holistic care to people with HIV/AIDS, Tuberculosis and Cancer. KHC currently provides psychosocial support to children with cancer to increase access to specialized care at the Uganda Cancer Institute through the New Hope Children's Hostel. In an effort to strengthen the Hostel service and the organization's overall sustainability, KHC is looking for a highly motivated and self-driven individual to fill the position of Resource Mobilization Coordinator.

General Purpose:

The Resource Mobilization Coordinator shall be responsible for fundraising. The main duty is to determine the best ways to engage prospective funders and maintain the current stakeholders that influence KHC financial sustainability with a maximum effort. He/ She shall plan, budget and implement the resource mobilization activities.

Key roles/responsibilities

- 1) To promote and market the organization on social media through sharing news, events and patient experiences and to write a quarterly online news blog.
- 2) To create and manage a local network of supporters who provide monthly or quarterly donations to the hostel.
- 3) Routinely update the friends and donor's database.
- 4) Develop and activity roster for HIV/ AIDS, Tuberculosis and Cancer support organizations and ensure active participation by KHC in these events.
- 5) To actively participate in advocacy for pediatric palliative care through social media, at workshops and conferences.
- 6) To actively participate in the organization of an annual charity walk "The Good Walk" to raise funds for the New Hope Children's Hostel.
- 7) Generate new ideas and business opportunities to increase fundraising and fund development.
- 8) Ensure that the organization has enough local resources to provide social support for the clients e.g food, clothes, medicines etc..

- 9) To organize monthly resource mobilization meetings and coordinate the implementation of the action points.
- 10) Plan, coordinate and participate in fundraising events.
- 11) Participating in proposal development, writing and submitting funding proposals
- 12) Establishing and maintaining good relations with potential partners and donors.
- 13) Represent the organization at workshops, conferences and other stakeholder meetings and carry out Public relation functions on the behalf of the organization.
- 14) Developing quarterly and annual reports and presenting project progress reports to the management team on a quarterly basis.

Desired Education and Training Requirements:

- Bachelors' degree in marketing, public relations, mass communication or business administration from a recognized institution of higher learning.
- A post graduate qualification in project planning and management is added advantage.
- Good knowledge and understanding of HIV/ AIDS and Cancer issues and the health sector in general.

Other skills and desired experience

- ✓ Hands on experience in fundraising
- ✓ Good communication and interpersonal skills
- ✓ Good public speaking and presentation skills
- ✓ Good customer care skills and an outgoing personality.
- ✓ Very good command of the English language i.e. both spoken and written
- ✓ Self-motivated and can work independently under minimum supervision
- ✓ Ability to work in a poor and socially deprived community
- ✓ Good computer literacy i.e. Microsoft word, Excel, power point and use of email

Interested candidates should submit their application by email to:

The Admin and HR Manager

Kawempe Home Care,

P.O. Box 337, Kampala- Uganda

Email: admin@kawempehomecare.org

Tel: 0414530414

Deadline: Tuesday February 12 2019 at 5pm. Applications received after the deadline will not be accepted.