

# TEAM KENYA



## Person Specification – Development Manager, Team Kenya

### Experience

#### Essential:

- Minimum 2 years experience in a similar environment or position.
- A strong track record of delivering income growth through fundraising (either in a paid or voluntary position).
- Experience of marketing, including social media and email communications.
- Experience of positively managing relationships with key stakeholders.

#### Desirable:

- Experience working within an international development environment.
- Experience working within small charities.
- Business or project management knowledge/expertise.
- Experience of managing others/volunteers.
- Experience of working independently from home.

### Qualifications/Education/Training

#### Essential:

- A relevant degree or a degree in which the skills, knowledge and learning are transferable

#### Desirable:

- A relevant postgraduate degree or qualification (e.g. CIM or IoF qualification)

### Skills

#### Essential:

- Excellent communication skills.
- Strong IT skills and ability to analyse and present data.
- Ability to identify income generation opportunities.
- Excellent networking skills.

Team Kenya CIO Registered Charity Number: 1169045

[www.teamkenya.org.uk](http://www.teamkenya.org.uk)  
[hello@team-kenya.co.uk](mailto:hello@team-kenya.co.uk)

- Delivering objectives to agreed timescales and deadlines.
- Ability to work independently and remotely to prioritise work areas.

Desirable:

- Project management skills, including report writing, financial monitoring and evaluation.
- Strategic and business planning skills.
- Grant writing.

Other Factors

- Ability to work out of hours occasionally and attend evening meetings.
- Driving licence and access to a vehicle for work purposes.

Personal Qualities

- Proactive self-starter.
- Empathetic, compassionate and flexible.
- Values driven.
- Passionate and enthusiastic.
- Opportunistic and entrepreneurial.
- Exceptionally good at relationship building and working with others.
- Willingness to carry out both basic administrative, and more strategic tasks.
- Able to work in a challenging and changing environment.
- Positive, resilient 'can-do' attitude.

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