



## KENYA METHODIST UNIVERSITY VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following position:

### **DIRECTOR, UNIVERSITY ADVANCEMENT & MARKETING KeMU/VC/DUAM/1/2/2023**

Reporting to the Vice-Chancellor, the Director of University Advancement & Marketing is responsible for fundraising, alumni outreach, marketing, partnerships and collaborations. The position is based at main Campus in Meru.

#### **Duties and responsibilities**

- i. Support the university in the implementation of the Strategic Plan in the key priority areas related to university advancement;
- ii. Spearhead fundraising for university operations and development;
- iii. Build and maintain strong strategic linkages with the industry, research organizations, foundations and development partners;
- iv. Develop opportunities for exchange programmes for staff and students;
- v. Spearhead marketing activities;
- vi. Provide leadership, direction, and coordination to strengthen and expand the services provided by University Advancement Office;
- vii. Spearhead the internationalization agenda of the University;
- viii. Monitor and create database for university resource mobilization opportunities and position the university strategically;
- ix. Strategically align available resources that best leverage the talent and tools necessary to reach resource mobilization goals;
- x. Build, manage, and steward a strong relationships with the University alumni;
- xi. Build strong collaborative partnerships and networks and maintain regular communications with all stakeholders;

## Qualifications and Skills

- i. Must be a Master's Degree preferably in Resource mobilization and marketing, or a related field from a recognized institution. A PhD degree will be an added advantage;
- ii. Must have at least three (3) years' work experience in a recognized University or related organization specifically in fundraising and marketing;
- iii. Should have a proven record in leading, guiding, coordinating and facilitating fundraising;
- iv. Should have a proven record in leading, guiding, coordinating and facilitating marketing activities;
- v. Should have proven record in organizing acquisition of resources and establishing priorities;
- vi. Should have proven record of working with financiers and development partners;
- vii. Should have experience in grant writing and evidence of funded projects and initiatives;
- viii. Should demonstrate ability to spearhead the internationalization of the university;
- ix. Should have proven record of networking and collaborative ability;

## How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, certified payslip or indicative salary and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address [applicationsfeb2023@kemu.ac.ke](mailto:applicationsfeb2023@kemu.ac.ke)
2. Three hard copies marked as per the position should be sent to:  
The council chair  
Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA

To be received on or before **28<sup>th</sup> February 2023**. Only shortlisted candidates will be contacted.

### **Shortlisted candidates will be required to bring the following:**

- i. Tax Compliance Certificate from Kenya Revenue Authority.

- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

**KeMU is an Equal Opportunity Employer.**