

SPONSORSHIP AND FUNDRAISING ADMINISTRATOR VACANCY

The Rudolf Steiner School in Mbagathi, Nairobi is seeking a self motivated and highly organised individual to take on the role of Sponsorship and Fundraising Administrator.

This pivotal role focuses on securing sustainable income through sponsorship and fundraising initiatives, ensuring the financial health, growth and sustainability of our school.

Key Responsibilities

- Develop and implement effective strategies for sponsorship and fundraising income.
- Identify and pursue funding opportunities with individuals, foundations, and corporate partners.
- Develop and maintain relationships with key partners.
- Oversee and ensure accurate reporting of income from sponsorships, donations, and grants.
- Supervise the sponsorships and fundraising office, ensuring efficiency and high standards of organisation.
- Chair regular sponsorship office meetings and actively participate in financial planning.
- Support the school's admissions, children's assessment, and home visit processes.
- Manage and maintain databases, filing systems, and media engagement across digital platforms.

Key Requirements

- Bachelor's degree or equivalent
- Experience in fundraising, sponsorship management, or related fields.
- Strong organisational, communication, and analytical skills.
- Proficiency in database management and digital platforms.
- Ability to maintain confidentiality and work collaboratively within a team.
- Attention to detail and a commitment to accuracy in all tasks.
- If you are passionate about supporting educational initiatives and have the skills and drive to ensure our school's financial sustainability, we would love to hear from you.

Are you the right fit?

Send your resume to: enquiries@steinerschoolmbagathi.co.ke To reach us no later than 9th October 2025.