

Grants & Impact Officer (Consultancy)

About Enchilai Community Based Organization

Enchilai Community Based Organization is a community-driven non-profit organization based in Kajiado County, Kenya, serving Maasai communities through transformative mental health, education, and women economic empowerment initiatives. The organization works to strengthen resilience among women and youth by addressing trauma, promoting psychosocial wellbeing, and creating pathways toward sustainable livelihoods and brighter futures.

Our Mission

To support mentally vulnerable women and young people in Kajiado County to overcome trauma, break barriers caused by fear and exclusion, and empower them to build stable, dignified, and hopeful futures.

Our Vision

A society where mental health is openly addressed as a critical pillar of community development, enabling individuals, families, and communities to thrive.

About the role

Enchilai Community Based Organization is seeking a highly motivated, results-oriented, and experienced Grants & Impact Officer to support the organization's fundraising, grant acquisition, and program impact documentation efforts.

The ideal candidate will combine strong proposal development expertise with the ability to articulate organizational impact through compelling reports and monitoring data. This role is suited for a professional passionate about community transformation, mental health advocacy, women's empowerment, and youth development.

Key Responsibilities

Grants & Resource Mobilization

- Identify funding opportunities from institutional donors, foundations, INGOs, corporates, and development partners.
- Lead the development and submission of high-quality grant proposals, concept notes, expressions of interest, and donor applications.
- Coordinate proposal development processes across programmatic areas.
- Maintain a donor and grants tracking system, including submission timelines and reporting schedules.
- Develop tailored grant proposals aligned with donor priorities and Enchilai's strategic goals.
- Lead end-to-end proposal development, including needs assessment, project design,

logframe development, and budgeting support.

- Research and map potential donors, grant opportunities, and partnership calls.
- Support post-award grant management by tracking deliverables, reporting deadlines, and donor compliance requirements.

Impact & Program Documentation

- Develop compelling impact stories, case studies, donor reports, and visibility materials.
- Support monitoring, evaluation, accountability, and learning (MEAL) processes to demonstrate program outcomes.
- Analyze program data and translate findings into donor-friendly narratives and presentations.
- Strengthen organizational visibility through impact communication materials and fundraising content.

Organizational Development Support

- Contribute to fundraising strategies and sustainability planning.
- Support the development of organizational profiles, capability statements, and fundraising materials.
- Ensure compliance with donor requirements and reporting standards.

Qualifications & Experience

- Bachelor's degree in International Development, Project Management, Communications, Social Sciences, Monitoring & Evaluation, or a related field.
- Proven experience in grant writing, fundraising, and donor engagement.
- Demonstrated track record of successful grant applications and resource mobilization.
- Strong report writing, research, analytical, and communication skills.
- Experience in impact reporting, MEAL, or program documentation is highly desirable.
- Ability to work independently, manage deadlines, and deliver high-quality outputs.
- Experience working with NGOs, CBOs, or community-based development programs is an added advantage.
- Familiarity with gender, mental health, youth empowerment, or community development programming will be an added asset.

Consultancy Terms

Contract Duration: 6 Months

Work Schedule: Three (3) days per week

Duty Station: Hybrid (Physical and Remote)

Location: Kajiado County, Kenya

Application Requirements

Interested candidates are invited to submit:

- A maximum 3-page Curriculum Vitae (CV)

- A Cover Letter highlighting relevant experience in grant writing and fundraising.
- In the cover letter, applicants should briefly share their personal story in grant writing, including what motivates them to work in resource mobilization and proposal development.
- Describe one specific situation where the applicant developed and submitted a grant proposal that successfully secured funding, including the donor type, their role in the process, and the outcome achieved.
- Samples of successful proposals, grants, or donor reports previously developed.

Applications should be sent to: info@enchilaifdn.org and copy enchilai2024@gmail.com

Application Deadline: 25th May 2026

Only shortlisted candidates will be contacted.

Equal Opportunity Statement

Enchilai Community Based Organization is committed to diversity, equity, and inclusion.