Thursday, 7th February 2020

The Organization:
The Ol Pejeta Conservancy (OPC) – a leading wildlife conservancy that works to conserve wildlife, provides a sanctuary for great apes and to generate income through wildlife tourism and complementary enterprises for re-investment in conservation and community development is seeking applicants in the position below:

FUNDRAISING ASSOCIATE – ADOPTION CENTRE

Role Summary
Reporting to the Communications and Events Coordinator and working closely with the Voluntary Giving and Communications Specialist. The position’s key objective is to ensure smooth and efficient running of the Ol Pejeta Conservancy Adoption Centers. Duties also extend to welcoming, handling and managing donor(s) needs during their visit to the adoption centers. The role holder will be responsible and accountable for all monies/ donations received and administered through the adoption centres.

Specific duties include:-

i. Ensure that all administrative, maintenance and management procedures are practiced with regards to on the ground adoptions and sponsorships and the handling of all cash, Mpesa, online and credit card collections.

ii. Prepare daily donations reconciliations and reports to be used by the Fundraising Department for decision-making.

iii. Ensure all donor records and adoption sales are entered into the tablet and thereafter recorded into Salesforce.

iv. Price, stack and display adoption packs and keep the adoptions center tidy and attractive.

v. Participate in stock taking (counting and describing the goods in stock).

vi. Manage stock lists, minimum stock levels and advance plan re-ordering of items.

vii. Package stock and manage stock in and out movement from the communications office.

viii. Arrange for the repair or replacement of damaged stock, or advise on necessary repairs and replacements. Keep records of losses incurred and share with the fundraising management.

ix. Follow correct procedures to welcome donors in an enthusiastic and confident manner and be attentive to donors needs, giving information about the different adoptions packages available.

x. Ensure high level of up to date knowledge and understanding of the adoptions offered, about the species, the situations that have led to the protection/ refuge of the animals. Ability to educate the donor about how the funds will be used and shall make a difference.

xi. To actively promote the importance of donations, fundraising and other income within the adoption centres and to the general public and to work with others to increase income.

xii. To work in partnership with the other adoption centre on the conservancy,

xiii. Be aware of what all customers are doing in the adoption centers, so as to: a) be attentive to interests and needs and b) to guard against shoplifting.
The person
To be successful in this role, applicants should meet the following criteria

i. Minimum ‘O’ levels education

ii. Experience: Minimum of 2 year of relevant experience working a busy retail outlet, or in customer care environment

iii. Key skills and qualities: Basic numeracy, computer and cash handling skills. Good communicator, confident, presentable and a good team player. Good knowledge in written and spoken English and Kiswahili.

Any person who wishes to be considered for this position is requested to submit their application letters together with copies of relevant certificates, testimonials/references and any valid professional licenses to the Head of Human Capital by Friday, 21st February 2020.

Our contacts are:
Ol Pejeta Conservancy
P.O. Box Private Bag,
Nanyuki -10400
Or send an email to jobs@olpejetaconservancy.org with the mail subject as

- FUNDRAISING ASSOCIATE – ADOPTION CENTRE

NOTE: ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED.

THE OL PEJETA CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER.
ALL POTENTIAL CANDIDATES ARE ENCOURAGED TO APPLY.