

# Job Announcement

GNI is an international humanitarian and development NGO established in 1991 in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in sectors of education, health, water and sanitation, advocacy, child rights protection, income generation, environment and climate change, disasters, and emergency relief.

GN Kenya is seeking ***transparent, passionate and qualified*** candidate to fill the position of ***SPONSORSHIP SERVICE OFFICER.***

**Location:** Kisii County

**Employee Terms:** Fixed Term contract

One year with possibility of extension subject to performance.

---

## Key Responsibilities

- Administering child sponsorship- Oversee the enrollment, communication, and tracking of child sponsors and beneficiaries.
- Monitoring program impact- Regularly assess and report on the impact of sponsorship programs on the children, families, and communities involved.
- Updating sponsors- Ensure sponsors are regularly updated about the progress, achievements, and stories of the children they sponsor, including photographs, letters and reports.
- Establish and nurture relationships with current and potential sponsors through direct communication, events, and regular updates.
- Customer service- Respond to sponsor queries and concerns, ensuring that they have a positive experience and are well-informed about the outcomes of their support.
- Work on sponsor retention by ensuring their satisfaction and loyalty, and encourage continued support through personalized communication.
- Fundraising efforts- Identify and reach out to potential individual and corporate sponsors. Develop and implement strategies to attract new sponsors.
- Partnership outreach- Research and develop partnerships with local businesses, organizations, or international donors interested in supporting child sponsorship programs or specific development projects.
- Promotional campaigns- Assist in designing and executing marketing campaigns that highlight the importance of child sponsorship in Kenya and the broader goals of Good Neighbors.
- Sponsor communications- Coordinate regular letters, emails, newsletters, and other forms of communication between the organization and sponsors to ensure

transparency and engagement.

- Impact reporting- Produce and distribute reports that highlight the impact of sponsorships, including financial updates, outcomes of sponsored programs, and success stories from children or communities.
- Cultural sensitivity- Ensure that communications with sponsors reflect the local culture, the needs of the communities, and the context of the programs maintaining ethical and respectful standards.
- Tracking sponsorship outcomes- Keep detailed records of sponsorships, financial contributions, and progress made in the programs funded by the sponsors.
- Monitoring child development- Work closely with field staff to assess the progress of sponsored children, ensuring that sponsorship funds are being used effectively for education, healthcare, and other needs.
- Gather feedback from both sponsors and the local communities to improve the effectiveness and sustainability of the sponsorship programs.
- Organizing donor events- Plan and execute donor events or campaigns that engage sponsors and showcase the work being done in communities.
- Collaborating with other departments-Work with the marketing, finance, and field teams to ensure sponsorship goals are met and all sponsors are properly acknowledged.
- Awareness creation- Help create awareness about Good Neighbors Kenya's programs and sponsorship opportunities through events, media, and community outreach initiatives.
- Data management- Ensure accurate record-keeping for all sponsorship-related data, including maintaining updated lists of sponsors, children, and projects.
- Database management- Utilize the organization's database management system to track sponsorship details and maintain communication with sponsors.
- Compliance- Ensure all sponsorship activities comply with internal policies, donor requirements, and local regulations.
- Managing sponsorship funds- Oversee the proper allocation and use of sponsorship funds following organizational goals and donor agreements.
- Budgeting- Assist in creating a budget for the sponsorship program, ensuring that all costs are covered and that resources are used effectively to support beneficiaries.
- Advocate for children's rights, education, health, and community development by demonstrating how sponsorship directly contributes to sustainable growth.
- Community outreach- Raise awareness in local communities about the benefits of sponsorship and how they can get involved with Good Neighbors Kenya.
- Contextualizing programs- Tailor sponsorship programs to the local cultural, economic, and social context in Kenya. Understand the specific needs and challenges of the communities you serve, adjusting the sponsorship efforts accordingly.

### **Qualifications and Skills**

- At least a Bachelor's degree in a relevant field such as community development and social work.

- At least 2 years of proven experience in management of a sponsorship program.
- Strong interpersonal and communication skills to maintain effective relationships with sponsors, children, and local communities.
- Cultural sensitivity and knowledge of local dynamics to ensure impactful engagement.
- Ability to manage multiple tasks and prioritize, with a strong focus on detail and organization.
- Knowledge of sponsorship systems, fundraising strategies, and child protection principles.
- A proactive and results-oriented mindset with the ability to adapt to challenges.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **by 30<sup>th</sup> June 2026** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

Please compress all your documents into ONLY ONE ZIP FILE for submission.

Please include “Sponsorship Service Officer” in your email title.

*End of document*

---