VOLUNTEER OPPORTUNITY
ASSIST IN THE DEVELOPMENT OF AN ADVANCEMENT DIVISION AT
UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA, KENYA

Academics Without Borders (AWB) is a Canadian nonprofit organization. Its mission is to help low and middle-income countries improve their universities so that they can train their own experts and conduct research to assist in their countries’ development. AWB’s projects are involved in the full range of university activities from expanding and improving existing institutions and programs to helping create new ones. AWB fulfills its mission by sending volunteers on projects that originate in and are owned by developing world institutions. AWB volunteers are reimbursed for their expenses but are not paid a salary.

During the pandemic, volunteers are working remotely on projects that can be implemented online. Once restrictions are lifted, international working visits will resume as appropriate.

Project Reference: Development of a University Advancement Division

Number of Volunteers: 1 or more

Partner Organization: United States International University-Africa, Kenya

United States International University-Africa (USIU-Africa) is a private, nonprofit institution whose mission is to “promote the discovery and application of knowledge, the acquisition of skills and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a changing and increasingly technological world.”

USIU-Africa was originally founded in 1969 and has operated under its current charter since 2005. The university has six schools: Business; Communicative, Cinematic and Creative Arts; Humanities and Social Science; Pharmacy and Health Sciences; Science and Technology; and Graduate Studies Research and Extension. The university has over 8000 students currently registered in undergraduate and graduate programs.

Location: USIU-Africa, Nairobi, Kenya - the assignment will begin virtually

Language: English

Job Description:

University advancement is a relatively new focus of USIU-Africa - a similar situation to many universities in the region. It has been recognized as an important area to ensure the sustainable growth of the university and to increase resource streams. Due to the relative inexperience in
the specialization within the institution, USIU-Africa is seeking volunteers with extensive experience in the field to assist in the development of an Advancement Division.

The volunteer(s) will work with the staff to build capacity for the Advancement Division in the areas of branding and promotion, alumni relations, and fundraising. Activities will also involve strategic planning as the volunteer supports the design and development of an advancement strategy for the university with a focus on robust internal and external communications; strong alumni engagement; high value partnership development and external linkages; and resource mobilization.

Requirements:
A master’s degree in a relevant field or appropriate equivalent academic qualifications. Applicants should have proven success in fundraising/development and experience in administration and leadership in an advancement office of an institution of higher education. The assignment will require learning about the historical and cultural context of fundraising in Kenya and East Africa as an initial component of the work plan.

Start Date and Duration:
The assignment will begin with working online with the staff team to conduct a situational analysis and needs assessment. The assignment will continue with the development of an advancement strategy and topic specific training workshops. Depending on project progress and when conditions allow, the assignment may also involve one or more working visits to the main campus of USIU-Africa. Note that we are seeking a volunteer for a minimum commitment of one year but would prefer volunteers willing to commit through the development and implementation of the advancement strategy.

Benefits:
If the volunteer travels, all expenses - flights, accommodations, local transportation, travel and medical insurance, vaccinations and medications, and other incidentals - will be covered by the USIU-Africa and AWB.

Applications:
Please send to Corrie Young, cyoung@awb-usf.org:
● Your CV, including your contact information
● A statement of your motivation in seeking the position
● Two (2) letters of reference – please either include the letters of reference with your application package or have them sent separately to Corrie Young, Associate Executive Director - Projects & Network, cyoung@awb-usf.org, as soon as possible

Deadline: May 28, 2021