

Job Advertisement: Resource Mobilisation and Publicity Officer

Location: Nairobi – Kenya Golf Union

Reporting to: General Manager

Contract Type: Two (2) Year Contract

The Kenya Golf Union is seeking a dynamic and results-oriented Resource Mobilisation and Publicity Officer to join its team. The successful candidate will be responsible for mobilizing funds, strengthening the Union's visibility, and managing communication and publicity activities.

Key Responsibilities

- Mobilise funds from donors, partners and sponsors, ensuring sustainable funding streams.
- Identify and pursue funding opportunities, grants, and partnerships aligned with the Union's objectives.
- Develop and craft compelling sponsorship and funding proposals.
- Manage and grow the Union's presence on social media platforms.
- Regularly update and maintain the Union's website with relevant and timely content.
- Plan and implement publicity and communication strategies to enhance brand visibility.
- Build and maintain strong relationships with stakeholders, sponsors, and partners.
- Prepare periodic reports on fundraising and publicity activities.

Minimum Qualifications & Experience

- Bachelor's degree in Marketing, Public Relations, Communications, or a related field.
- Minimum of three (3) years' relevant work experience in resource mobilisation, fundraising, or publicity.
- Proven experience in mobilising funds, particularly union or membership-based funding.
- Demonstrated experience in proposal writing and sponsorship development.
- Strong knowledge of digital marketing and social media management.

Required Soft Skills

- Excellent written and verbal communication skills.

- Strong interpersonal and relationship-building skills.
- Creativity and strategic thinking abilities.
- High level of integrity and professionalism.
- Ability to work independently with minimal supervision.
- Strong organisational and time-management skills.
- A proactive, results-driven, and team-oriented approach.

How to Apply:

Interested candidates should submit their CV and cover letter to info@kenyagolfunion.org by **5th January 2026**