



HEKIMA UNIVERSITY COLLEGE

A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

P. O. Box 21215
NAIROBI, KENYA 00505
TEL: + 254 722 201 288
: + 254 729 755 905
www.hekima.ac.ke

JOB VACANCY No. : HUC/03/09/26

Advancement Office (Intern) Hekima University College, Nairobi, invites applications from suitably qualified and motivated candidates for the position of **Advancement Office Intern**.

Key responsibilities

The Intern will be expected to:

- Assist with the day-to-day administrative activities of the Advancement Office;
- Support the preparation, organization, and maintenance of donor and alumni records and databases;
- Research potential donors, foundations, corporations, development agencies, and other funding and partnership opportunities and prepare prospect profiles for review by the Advancement Office;
- Assist in preparing and formatting fundraising proposals, concept notes, donor briefs, reports, presentations, and other advancement materials;
- Support donor communication, including correspondence, acknowledgements, invitations, updates, and follow-up communication, under appropriate supervision;
- Support the planning and implementation of fundraising campaigns, including Hekima Giving Day and other advancement initiatives;
- Support social media and other digital communication activities aimed at enhancing the visibility of the College and its fundraising initiatives;
- Assist in collecting stories, photographs, testimonials, statistics, and other materials that can support fundraising and institutional communications;
- Monitor relevant fundraising opportunities, calls for proposals, grants, scholarships, and partnership opportunities;
- Assist in preparing databases, spreadsheets, mailing lists, contact lists, and activity reports;
- Provide logistical support for meetings, presentations, donor visits, and other Advancement Office activities;
- Perform any other duties assigned by the Management.



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Qualifications and experience

Applicants should have at least a Bachelor's degree in Communications, Marketing, Public Relations, Business Administration, Development Studies, Fundraising, International Relations, Social Sciences, or a related field.

The successful candidate should also:

- Demonstrate good written and spoken English;
- Have some knowledge of at least one foreign language;
- Have good interpersonal and communication skills;
- Demonstrate basic proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint;
- Possess good organizational and administrative skills;
- Demonstrate the ability to conduct basic online and documentary research;
- Be able to work independently while also functioning effectively as part of a team;
- Demonstrate discretion and an understanding of confidentiality;
- Have an interest in fundraising, higher education, development work, communications, alumni relations, or institutional advancement;
- Recent graduates and candidates seeking practical experience in institutional advancement are particularly encouraged to apply.

Desirable qualities

The following would be an added advantage:

- Previous internship, volunteer, or work experience in fundraising, communications, development, marketing, public relations, administration, or a related field.
- Creativity, initiative, and willingness to learn.
- Professional maturity, reliability, and attention to detail.
- Ability to interact respectfully and professionally with students, faculty, staff, alumni, donors, partners, and other stakeholders.
- Ability to work in a team environment
- Ability to meet deadlines
- Ability to appreciate the mission and values of Hekima University College



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How to apply

Interested and qualified candidates are invited to submit their application to <https://forms.gle/A9UaLQuStZXjoDr79>

Application Deadline: **30th September 2026**

Only shortlisted candidates will be contacted.

Hekima University College Human Resource Office

Signature: _____

Date: **22nd/09/2026**

