



# Director, University Advancement

May 2026

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## About USIU-Africa

### Our History

USIU-Africa was established in 1969 as the African campus of United States International University in San Diego, initially offering programs not available in public universities, such as Psychology and International Relations. The institution relocated to Kasarani in 1991 and expanded its land holdings in 1999, enabling accreditation by Kenya's Commission for University Education. In 2001, it briefly merged with the California School of Professional Psychology to form Alliant International University, but regained independence in 2005 and secured U.S. accreditation from WASC in 2008.

In 2014, the university rebranded as United States International University-Africa and now holds dual accreditation in Kenya and the United States. Today, USIU-Africa offers 38 programs across diverse fields, including Humanities, Social Sciences, Health, and Technology, continuing its mission to meet the evolving demands of a globalized world.

### Our Vision, Mission and Values

**Our Vision:** To be a premier institution of academic excellence with a global perspective.

USIU-Africa's 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.

This mission is achieved through a wide range of high quality undergraduate and graduate academic programs designed to result in the following outcomes: higher order thinking; scientific, quantitative and technical literacy; global understanding and multicultural perspective; career preparedness; community service and development; and ethical leadership.

We seek to create an environment that encourages rigorous intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth through social action projects.



Our core values include:

- **Life-long Learning:** Developing a learning culture that continues throughout a person's lifetime.
- **Integrity:** Ensuring the pursuit of excellence by upholding professional and ethical standards and being accountable.
- **Innovativeness:** Introducing new methods and strategies that ensure quality, efficiency, effectiveness and productivity.
- **Social Responsibility:** Providing leadership in responding to issues of national and global concern through collaborative efforts.
- **Academic Freedom:** Upholding the spirit of free and critical thought and enquiry, through the open exchange of ideas and knowledge.

Academic programs at USIU-Africa are learner centred and committed to developing critical and creative thinking, literacy skills through writing intensive courses and projects, and preparing students for their careers through formal and co-curricular activities, community service and internships. Student leadership is part of the learning process and is encouraged through active participation in sports, clubs, community service and internships with self-reflection on one's personal development and social action participation.

## Director, University Advancement

The Director University Advancement is responsible for the strategic direction and overall performance of the university's fundraising and partnership efforts in order to support its goal of providing superior teaching, learning, research, innovation, and entrepreneurship. The Director's role provides a bridge between the university and its alumni, donors, and the business community, focusing on long-term funding relationships that diversify revenue streams beyond tuition.

### The Role

<b>Role:</b>	Director, University Advancement
<b>Location:</b>	Nairobi, Kenya
<b>Salary:</b>	Competitive with comprehensive benefits



## Responsibilities

### Strategic Leadership & Advisory in University Advancement

- Lead the development and execution of the University's advancement strategy, policies, and priorities.
- Align fundraising and partnership efforts with institutional goals.
- Provide strategic advice to senior leadership on funding, partnerships, and emerging trends.
- Drive long-term revenue diversification beyond tuition.

### Fundraising & Resource Mobilisation

- Lead identification, cultivation, and acquisition of funding from donors, foundations, and development partners.
- Oversee development of competitive grant proposals and funding applications.
- Build and sustain long-term relationships with corporate partners, high-net-worth individuals, and donors.
- Drive diverse revenue streams (grants, donations, endowments, contracts, entrepreneurial ventures).

### Partnerships & External Engagement

- Establish and formalize strategic partnerships with universities, government, private sector, and international organizations.
- Serve as the bridge between the University and external stakeholders (donors, business community, partners).
- Strengthen institutional visibility, positioning, and external relations.

### Alumni Relations & Engagement

- Develop and manage systems for alumni engagement in fundraising, mentorship, and institutional development.
- Strengthen alumni relations through meaningful and sustained engagement initiatives.
- Leverage alumni networks to support advancement goals.

### Grant Management, Compliance & Reporting

- Oversee administration of donor-funded programs.
- Ensure compliance with funding requirements and donor conditions.
- Manage reporting obligations and ensure accountability in fund utilization.



## Leadership, Team & Stakeholder Management

- Lead, mentor, and manage the Advancement Division team.
- Drive performance, accountability, and team capability development.
- Engage and influence high-level stakeholders and partners.
- Represent the University in advancement networks and forums.

## Operations, Performance & Systems Management

- Develop and oversee annual work plans, budgets, and performance targets.
- Ensure efficient resource utilization and operational effectiveness.
- Oversee CRM systems and donor/prospect databases for pipeline management and reporting.
- Use data and analytics to track performance and inform decision-making.

## Candidate Profile

### Academic Qualifications

- Master's degree in a relevant field (e.g., Business Administration, Public Administration, International Development, Communications, or related discipline).

### Experience and Knowledge

- Minimum of fifteen (15) years' relevant experience, with at least eight (8) years in senior leadership or management roles.
- Demonstrated success in fundraising and development, including active participation in regional and international advancement networks such as the Council for Advancement and Support of Education (CASE).
- Proven track record in securing high-value, multi-year grants and donor funding from diverse sources.
- Experience managing donor-funded programs and ensuring compliance with funding requirements.
- Demonstrated record of achievement as evidenced by strong performance and results delivery.

### Skills

- Strong strategic, analytical, and quantitative skills, with the ability to translate strategy into measurable outcomes.



- Excellent organizational and project management capabilities, with attention to detail and timelines.
- Exceptional communication, proposal development, and marketing skills.
- Strong interpersonal, networking, and stakeholder engagement skills.
- Proficiency in CRM systems and use of donor/prospect databases for pipeline management and reporting.

## Competencies

- Proven ability to identify, attract, negotiate, and secure competitive grant funding from diverse sources.
- Demonstrated leadership and people management, including mentoring and team development.
- Ability to develop and execute fundraising, partnership, and alumni engagement strategies that deliver measurable impact.
- High level of professionalism, integrity, and accountability.
- Demonstrated administrative and leadership experience within an institutional context.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete the online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-USIU-Africa e.g., Pat-Jones-CV-0526-USIU-Africa or Pat-Jones-CoverLetter-0526-USIU-Africa.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government’s new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

## Timeline

**Closing Date:** 17<sup>th</sup> June 2026



First Stage Interviews: TBC

Final Interviews: TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of USIU-Africa's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [mkamau@oxfordhr.com](mailto:mkamau@oxfordhr.com) in the first instance.

## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have. Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success.

We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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