



## Organisation Description

Land & Life Foundation is a non-profit focused on creating a sustainable future where communities and wildlife thrive together. Working in key wildlife conservation areas across East Africa, we are the charitable face of Elewana and Cheli & Peacock Safaris, who donate \$1 for every bed night sold. Through our flagship conservation education program, the Wildlife Warrior Program, we are developing the next generation of conservationists and providing scholarships for our top scoring conservationists. We also run conservation initiatives, medical outreach and school support programs. Based in East Africa, we are also partnered with a 501(c)3 for US citizen tax relief.

## Summary of Position

Land & Life Foundation is looking for a motivated, organised, self-driven individual to supervise the team in Nairobi in running and fundraising for conservation and community development projects across Kenya and Tanzania. The role involves being highly organised in planning and overseeing project delivery, whilst taking into account and adapting to the challenges of working in rural areas. It also requires a keen focus on communication, closely working with the team, our communications consultant and in-company social media / digital marketing officer to follow the Land & Life communications and fundraising strategy, including producing weekly circulars to internal and external audiences, developing fundraising materials, as well as ensuring donors are contacted regularly and quarterly and annual reports are produced in a timely manner. Working regularly with the Director of Finances and accountant is essential in ensuring project fundraising and expenditure is on track and financial reports are accurate and delivered on time to present to Trustees and donors quarterly. The role involves travel to project sites in both Kenya and Tanzania when necessary, with approximately 30% time in the field.

## Details of Position

**Job Title:** Manager

**Location:** Elewana Collection & Cheli & Peacock Safaris Offices, Lengai House, Wilson Airport, Nairobi, Kenya

**Preferable start date:** Ideally 1st or 15th November, or latest 1st December

**Contract type:** Full-time, permanent contract, with benefits including health insurance and pension contribution

## Duties & Responsibilities

### *Management*

- Being highly organised, planning weekly duties for the team and ensuring all items are followed up on
- Working with the team in planning all projects well ahead of time, checking project management plans and anticipating any problems that might occur
- Overseeing project delivery
- Taking into account and adapting to the challenges of working in rural areas, ensuring advice is sought from the Trustees in complex situations where actions can cause a reputational risk to the organisation and its parent companies - Elewana Collection and/or Cheli & Peacock Safaris
- Conducting annual appraisals of the team

### *Communications*

- Working with our communications consultant and the team to develop and implement a communications and fundraising strategy including internal (all properties and head office departments, Trustees) and

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Trust Deed Registration Number: 85 D1 42/884 MMXI  
Trustees: K.S Wissanji, A.T Wissanji, S Cheli, E.B Cheli, R.W.M Watson



external (donors, industry, agents, future property guests, communities) communications plans, including but not limited to:

- Working with the team, communications consultant and camp managers to develop and monitor effectiveness of fundraising materials for Elewana Collection properties
- Working with our in-company social media / digital marketing officer to ensure Land & Life is strategically communicating on Facebook and Twitter
- Working with the team and our communications consultant to ensure circulars and fundraising appeals to internal and external audiences are planned, written and completed on time to be circulated every Thursday
- Ensuring donor relations are maintained
- Working with the team and our communications consultant to ensure quarterly and annual reports are produced to a high quality and are circulated in a timely manner
- Carefully developing and delivering messages to communities when on project sites
- Maintaining communications and relations with teams of Elewana Collection, Cheli & Peacock Safaris, Golden Triangle Asian Elephant Foundation and Minor International

#### *Accounts*

- Working regularly with the part-time Land & Life Foundation accountant to ensure accounts and financial reports are up to date, accurate and delivered on time
- Working with the Director of Finances to ensure any problems are highlighted and dealt with rapidly and effectively
- Ensure fundraising targets are clear and funds raised are tracked and allocated correctly
- Ensure expenditure is within budget for any project or budget line

#### *Reporting*

- The Supervisor must ensure that accounts and project updates are presented to Trustees and donors quarterly via the quarterly report and Trustee finance meeting.
- An annual report must be produced in collaboration with the Land & Life communications consultant and design consultants before being circulated by 28th February.

#### *Travel*

The role involves essential travel to project sites in both Kenya and Tanzania when necessary, with approximately 25% time in the field, budget and project dependent. The Project Coordinator travels to sites to oversee delivery of the Wildlife Warrior Program and some other project work, but key strategic work will require the Manager to travel also. Accommodation is mostly at the Elewana Collection properties, and, even if otherwise, expenses are covered.

#### **Education & Skills**

- A Bachelors or Masters degree in conservation, environmental management, development, NGO communications or similar is highly desirable.
- Ability to speak Swahili is a plus.
- We are looking for a motivated, organised, self-driven individual with experience working in at least 1 to 2 previous roles which have required similar skills and competencies.

#### **Reporting To**

Land & Life Foundation Trustees, including the CEOs of Elewana Collection and Cheli & Peacock Safaris

#### **Working Status**

Citizenship or permit to work in Kenya ideal but not essential.