

KENETH KIMUTAI SAWE (MPRSK)

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CORE COMPETENCIES

I possess ten years' working experience in corporate communication, administration, alumni engagement, marketing, event coordination, fundraising, outreach, project evaluation and management.

PROFESSIONAL EXPERIENCE

September 2017 to date;

Executive Director- University of Nairobi Alumni Association

Role: Overall Management of the secretariat of the University of Nairobi Alumni Association. The association currently has membership of 237,000 University of Nairobi Alumni spread across the globe. The Association is registered under section 10 of the Societies Act

In this role, I lead the secretariat team of 7 (Seven) staff and 20 (Twenty Chapter Officials) in executing the strategic plan of the Association by ensuring proper resource allocation for the different units, guiding the fundraising and resource mobilization team, constant communication with alumni spread across the globe and managing the registered alumni as we recruit more to the association.

Other Roles Include;

- As the Chief Accounting Officer, I manage all Alumni resources both financial and non-financial
- In charge of the administration and implementation of alumni programs, services and activities of the Association.
- In charge of all internal and external communication i.e all Alumni Publications
- In charge of developing and implementing all policies i.e Finance Policy
- In charge of management of staff appraisal for the Association
- In charge of the Association communication tools i.e Website, Facebook, Twitter
- In charge of promoting continued learning and networking of Alumni
- Facilitating outreach within and outside the alumni networks by developing local and International Chapters
- Ensuring all our members are kept abreast with the on goings in their Alma Mater.
- Organizing fundraising activities for the Association both locally and Internationally

- Advising the Executive Board on the Chapters to be launched and Financing of the Chapters

July 2015 to August 2017

Director - Alumni & Volunteer Relations

Deloitte East Africa- Young African Leaders Initiative (YALI) Regional Leadership Centre East Africa Program.

Role: Design, implementation and evaluation of an innovative yet practical Alumni and Volunteer Relations effort to support the centres' vision of facilitating transformation among its young graduates across 14 countries in East and Central Africa.

In this role, I led the design and implementation of the center's entire Alumni and Volunteer Relations engagement strategy from its inception, including:

- Frequent Communication with both internal and external stakeholders regarding alumni needs
- Managing and documenting impact and success stories of our alumni
- Enhancing their career development opportunities
- Promoting continued learning and networking
- Facilitating outreach within and outside the alumni networks
- Laying the foundation for thousands of other youth in East and Central Africa to be impacted by the Center's alums through U-Connect (alumni portal) and U-Learn (the Center's virtual learning platform)
- I was a member of the Transformation Fund committee that fundraised and supervised an alumni grant that alumni applied for in order to help them transform their communities positively and also continue with their engagement after completion of their course.
- Monitor & Evaluate impact of the Transformation Fund monies in the communities and report the same to partners.
- Closely worked with the partnership team in developing a sustainability strategy for the 14 alumni chapters in the region.

- Managed the budget line for the department and the 14 alumni chapters.
- Management of the alumni information management system and all alumni publications

August 2014 - July 2015

Cooperate Affairs & Marketing Manager

Kabarak University, Nakuru

Role: *Oversaw the University's Corporate Communications, Marketing & Alumni Relations, which included the engagement of both the internal and external stakeholders in both its programming and sustainability.*

In this role, I led the design and implementation of the University's communications, marketing and alumni relations strategies, including:

- Developing marketing and communications collateral to recruit new students.
- ~~Overseeing corporate social responsibility activities.~~
- Coordinating events that promoted engagement as well as that created visibility for the University
- Advising the Vice Chancellor on strategies to build alumni philanthropy and stakeholder support
- Managing and Coordinating Special University Events i.e Graduations, Orientations and Breakfast Meetings
- Advising my team on social and mainstream media engagement
- Developing of In-house newsletters and graduation media supplements
- Leading the department in developing communication and marketing policies, strategic plans and annual budget.
- Manage staff in the department i.e appraisal and leave management

October 2011 - July 2014

Enrollment Coordinator, Enrollment Management & Student Affairs Department

KCA University, Ruaraka Campus, Nairobi

Role: *To manage recruitment, marketing, and alumni engagement for the University through development of strategy and implementation of key programs to promote involvement and visibility.*

In this role, I led the design and implementation of the University's recruitment and alumni relations strategies, including:

- Marketing and recruitment of potential students to the University
- Managing the University's alumni database
- Promoting alumni philanthropy
- Writing marketing and communication proposals
- Organizing alumni meetings and networking events, forums and fairs for prospective students
- Leading outreach activities all over the country in search of new students
- Developing Marketing Materials for departmental use.

April 2011 - September 2011

Operations Officer

Family Bank Ltd. Nairobi

Role: *To provide exceptional customer service, loan processing, cashiering, and bank reconciliations*

In this role, I was part of a team where I learned the essential elements of program design and development, as well as the general management skills to lead complex programs, including:

- Assisting in loan processing and bank reconciliations
- Coordinating customer service and public outreach activities

- Cashiering services and front office management

EDUCATION BACKGROUND

2014-2019	KENYATTA UNIVERSITY	Master of Arts (Public Policy & Administration)
2007-2011	DAYSTAR UNIVERSITY	Pursued a Bachelors Degree in Communication (Public Relations Major and electives in Marketing (GPA3.33/4.00)
2001-2004	KAPSABET BOYS HIGH	Kenya Certificate of Secondary Education Mean Grade of (B Plain)
1993-2000	KERICHO BOYS BOARDING	Kenya Certificate of Primary Education (KCPE) 513/700

LEADERSHIP ROLES

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- House Captain (Kapsabet Boys High-2004)
 - Financial Controller; Marketing Students Association of (Daystar University-2009)
 - Enrolment Champion; KCA University (2013)

PROFFESIONAL BODIES AFFILIATION

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- Full member of the Public Relations Society of Kenya (MPRSK)
 - Silver Life Member of the University of Nairobi Alumni Association
 - Member, Kapsabet Boys Old Boys Association

Favorite Quote; “Give me six hours to cut down a tree and I will spend the first 4sharpening the Axe”. Abraham Lincoln

REFERENCE

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