**Job Title:** Partnerships Associate  
**Position Level:** JG 4  
**Reports to:** Communications & Partnerships Advisor  
**Department:** Strategy & Partnerships  
**Start Date:** Immediately – 15th August 2020  
**Location:** Nairobi, Kenya  
**Duration:** 5 Months

The AECF (Africa Enterprise Challenge Fund) is a non-profit institution supporting early and growth stage businesses – through provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalised communities in Africa.

AECF’s strategy is focused on agribusiness/agriculture and renewable energy sectors with increased support to climate technologies, deepened focus on gender, youth, and employment, aimed at attaining the institution’s vision of ‘A Prosperous and Enterprising Rural Africa’.

Since 2008, AECF has invested in 268 businesses across sub-Saharan Africa focusing on Agribusiness, Renewable Energy and Climate Technologies. As of 2018, we have impacted more than 17 million lives, created over 12,000 jobs and leveraged over US$ 750 million in matching funds from the private sector.

AECF has implemented programs across Africa delivering tangible impact for communities most in need. We are looking for an experienced Partnerships Associate who will develop and maintain partnership management aspect at AECF.

AECF is headquartered in Kenya with offices in Cote d’ Ivoire and Tanzania.

**JOB SUMMARY:**
The overall objective of the Partnerships Associate will be to develop and maintain partnership management aspects at AECF. The organisation’s strategy depends on working with partners who have complementary capabilities and resources so we can realize transformative impact by leveraging their ideas, resources, capabilities. Working with senior program leadership and other teams, the Partnerships Associate will help prioritise AECF’s institutional and private foundation relationships, develop tools and systems to support partnership development and fundraising activities, and help manage specific projects that are uniquely dependent on partnerships. He/she will also support program management processes so that the opportunities and goals of our program work are connected to partnership opportunities and goals.

**DUTIES AND RESPONSIBILITIES:**
Reporting to the Communications and Partnerships Advisor the Partnerships Associate will:

- Work with the Partnerships and Communications Advisor and senior program leadership team to identify current high-priority partners for individual initiatives and projects, their current approaches to partnership development and management, and their near- and long-term goals for current and desired partnerships;
- With input from appropriate stakeholders, develop a framework for a prioritized list of strategic partnerships for AECF as a whole that will be managed centrally.
• Contribute to efforts on integrating organization-level fundraising strategy and design specific fundraising action plans.
• Developing and delivering integrated fundraising strategies including donor acquisition and retention for long-term growth.
• Nurture and grow existing fundraising streams including grant applications.
• Conduct research and draft proposals and concept notes for all AECF programs as needed; including undertaking research to generate donor briefs about aid requests and priorities of Investees and donors;
• Oversee all Donor Relationship/Business Development related events – including donor liaison meetings, partnerships and other meetings relevant resource mobilization.
• Prioritize and lead on new business pipeline and priority shared value partnerships in view of securing new funding and high impact partnerships.
• Contribute to the establishment of appropriate linkages with the relevant state/government departments, implementing partners, donors, private sector bodies, potential project partners, and civil society.
• Advise teams that are developing initiative-level partnership processes to ensure appropriate links to the overall partnership management system /CRM and the use of best practices.
• Contribute to the wider learning agenda of AECF (in liaison with Knowledge & Insights team), to further the reputation and capability positioning of the Fund, have a wider systemic impact on the relevant market systems in Africa, and promote relevant advocacy efforts.
• Participate in the development of AECF periodic progress reports on fundraising including preparing requisite dashboards.
• Manage project teams for proposal development and all inputs to a high standard and ensure attention to detail.
• Manage partnerships officer/assistant and contribute to the building of a successful partnerships and resource mobilisation team at AECF that meets ambitious targets.

**Academic Qualification**
• Graduate/Master’s qualification in Development Studies or other relevant field of study.

**Professional Qualifications**
• Must possess excellent organisational and project management skills.
• A good understanding of the economic markets within a range of sectors (particularly Agribusiness and Renewables) in sub-Saharan Africa.
• An understanding of the operations of donors and international development organisations.
• Excellent analytical and communication skills with the ability to develop and write proposals, budgets, log frames, reports and concept papers to a high level of proficiency.
• Fluency in English is essential. French is an added advantage.

**Relevant Experience**
• A minimum of six (6) years of experience in one or more of the following areas: finance, agriculture, agribusiness, SME finance, rural financial services and/or renewable energy and adaptation to combat climate change.
• Relevant professional work experience in resource mobilisation and partnership development in a leading international non-profit organization
• Solid experience in income generation from partnerships, secured / retention of multi-million-dollar partnerships and leading high-profile partnership engagements
• Experience in managing teams and building capacity of junior staff
Physical Environment & Demands

- Must be able to work from home during COVID-19 period.

Key Competencies

- Have excellent communication and presentation skills.
- Demonstrate strong people management and negotiation skills.
- Strong Analytical and Entrepreneurial skills
- Strong in relating and meeting Customer expectations

The AECF is an Equal Opportunity Employer. The AECF considers all applicants based on merit without regard to race, sex, colour, national origin, religion, age, disability or any other characteristic protected by applicable law.

If you believe, you can clearly demonstrate your abilities to meet the relevant criteria for the role, please submit your application quoting in the subject line the Job Title “Partnerships Associate” – AECF/PM - MC/2020” and attach a detailed CV with correct e-mail address and telephone contacts to recruitment@aecfafrica.org to be received on or before 7th August 2020.

Only shortlisted candidates will be contacted. For more information on AECF, please visit www.aecfafrica.org