**Job Title:** Partnerships and Resource Mobilisation Officer  
**Position Level:** JG 4  
**Reports to:** Director, Strategy and Partnerships  
**Department:** Strategy and Partnerships  
**Start Date:** Immediately  
**Location:** Nairobi, Kenya

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-Sahara 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 is headquartered in Kenya with offices in Côte d’Ivoire and Tanzania.

AECF has implemented programs across Africa delivering tangible impact for communities most in need. We are looking for an experienced person to provide policy and operational support to AECF programmes and country offices on resource mobilisation

**JOB SUMMARY:**

The overall objective is to support and facilitate the fulfilment of AECF strategy implementation on partnerships through identification of appropriate mainstream donor agencies; negotiate and sign new funding agreements for resource mobilisation.

The jobholder will have the overall responsibility to gather information on donor policies and priorities, and subsequently update prospective donor profiles.
DUTIES AND RESPONSIBILITIES:

Reporting to Director, Strategy and Partnerships, the Partnerships and Resource Mobilisation Officer will:

- Identify, establish and maintain relations with partners – establishing relationships based on trust, including through informal contacts with counterparts in donor agencies;
- Participate in the negotiation and signing of new funding agreements;
- Gather information on donor policies and priorities, and subsequently, update donor profiles;
- Gather information to improve The AECF’s knowledge of donors’ strategies and policies and to better direct its resource mobilisation efforts;
- Draft donor specific strategy papers, providing inputs for regular reports on technical cooperation and assist in the preparation of briefings for senior management;
- Prepare and conduct formal meetings with donor agencies and note taking for any follow-up action from the meetings;
- Mobilise and sustain growth in the core-funding base of the organization, through targeted corporate-wide strategies with all existing and prospective donors and sustained corporate relationships;
- Build and reinforce potential synergistic linkages with other partners under the evolving External Relations Strategy and Integrated Resource Mobilisation Strategy;
- Provide strategic, policy and operational support to the Country Offices in their resource mobilisation efforts (training, information, advice) from bilateral donors and other stakeholders;
- Provide strategic advice and support to top management on optimal corporate strategies and policies for core and non-core resource mobilisation. This includes overseeing the development of strategies for donors based on country-specific trends, political and economic developments, aid policies, budget allocations, commitment to multilateralism and perception of The AECF with a view to better positioning the organization for increased core and non-core contributions;
- Identify opportunities for non-core resource mobilisation to implement an organisation's pre-determined goals;
- Provide realistic forecasts of expected voluntary contributions in both aggregate form and per donor for current year and future years for the purpose of internal financial projections and forecasting;
- Participate in various corporate policy forums (representing resource mobilisation related concerns) as well as in various regional and sub-regional cluster meetings;
- Prepare quarterly reports on resource mobilisation, financial resources projections and update on donor commitment that will translate to stabilised and increased resource mobilisation results.
REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Hold at least a Master’s degree or its equivalent in relevant field studies is required (administration, economics, international relations or social science or political science);
- Have a minimum of eight (8) years of relevant work experience in resource mobilisation and partnerships. Experience with donor-funded organisations will be an added advantage;
- Good understanding of the contemporary trends and patterns in charitable giving, particularly for aid agencies, grant institutions and the private sector;
- Experience in building and maintaining long-term relationships with prospective partners and donors;
- Ability to design, implement and manage partnership systems that will gather accurate information on donor policies and priorities;
- Ability to work effectively within multi-disciplinary and multi-cultural teams;
- Excellent written and communication skills and the ability to communicate effectively to individuals and groups of people;
- Excellent interpersonal skills with ability to present and win support for ideas;
- Results-oriented and accountable;
- Ability to communicate effectively (written and oral) in English or French, preferably with a working knowledge of the other;
- Proficiency in using applications software, including presentation, spreadsheet, word processing and project management tools.

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 and Resource Mobilisation Officer”– AECF/P&RM0/2020” and attach a detailed CV with correct e-mail address and telephone contacts.

Kindly note that the call for applications will remain open until the position is filled. Address your application to recruitment@aecfafrica.org. Only shortlisted candidates will be contacted.

For more information, please visit www.aecfafrica.org