



FAWE Regional Secretariat

- 📍 FAWE House, Chania Avenue, Off Wood Avenue Kilimani
- 📮 PO Box 21394-00505, Ngong Road, Nairobi, Kenya.
- ☎️ +254 709 436 000/+254 714 606 629/+254 736 387 000
- 🌐 www.fawe.org ✉️ fawe@fawe.org

JOB ADVERTISEMENT

POSITION: PROGRAMME DEVELOPMENT AND PARTNERSHIP OFFICER

About FAWE

The Forum for African Women Educationalists (FAWE) is a pan-African Non-Governmental organisation that operates through 34 National Chapters to promote gender equity and equality in education in Africa by fostering positive policies and attitudes towards girls' education.

Overview of FAWE's Vision

FAWE is a renowned thought leader in girls and young women's education in Africa. FAWE facilitates access to quality education and training opportunities for girls and women across Africa to develop relevant skills to achieve their full potential in all realms of life. Our advocacy work is anchored on integrating gender-responsive approaches and policies in African education systems to inculcate skills and competencies in girls and women to enable them to contribute to and transform their societies. FAWE believes that the entry of girls into schools, their retention, and transition to higher levels of education make significant contributions to ending gender disparities and enhancing sustainable development in Africa.

Position Summary: FAWE seeks to recruit a highly talented Programme Development and Partnership Officer responsible for building an increasingly, diversified network of supporters, including institutional, corporate, academia, policymakers, donors/partners as well as other donors who share in the vision of FAWE and provide funds, technical support, and other forms of collaboration to meet the current and future needs of FAWE. The post holder will also be responsible for establishing and promoting the brand of FAWE RS regionally and abroad, raising awareness about the organization's work at various forums and ensuring transparent information sharing with the public. He/she will be a strategic thinker with a strong understanding of various media sources and the development sector.

This role is responsible for providing leadership in the resource mobilization strategy in response to emerging opportunities and challenges.

Contract Type: This position is for a fixed term of three years with a possibility of extension based on funds availability and performance.

Location: The Programme Development and Partnership Officer will be based in the Regional Office in Nairobi, with intermittent regional travel.

Reporting to: Executive Director

Functional Relationships: The Programme Development and Partnership Officer will work closely with all FAWE Regional Secretariat employees. FAWE's 34 National Chapters, Civil Society Organizations, donors and regional and sub-regional policy bodies, among others.

Direct Reportees: None



FAWE Regional Secretariat

- 📍 FAWE House, Chania Avenue, Off Wood Avenue Kilimani
- 📮 PO Box 21394-00505, Ngong Road, Nairobi, Kenya.
- ☎️ +254 709 436 000/+254 714 606 629/+254 736 387 000
- 🌐 www.fawe.org ✉️ fawe@fawe.org

Key Result Areas

- The Programme Development and Partnership Officer will be responsible for pursuing sustainable financing for FAWE.
- Work to develop donor appeals and engage with donors to ensure adequate and timely financing for core functions and in response to needs, working closely with the planning and donor reporting focal points.
- Promptly identify Funding opportunities for FAWE and explore avenues for increasing FAWE's Financial portfolio.
- Guide and coordinate FAWE's response to programme calls and ensure communication and follow-up.
- Responsible for Grant Management.
- Manage donor relations.
- Provide recommendations on new funding opportunities and approaches to best exploit them.

Key Duties and Responsibilities

- Facilitate the development of a FAWE Resource Mobilization Strategy that includes securing new, diverse, and additional resources for FAWE.
- Conduct and develop a 5-year funding needs assessment for FAWE.
- Develop a Resource Mobilization Manual that includes standard operating procedures and processes; and define the direction of resource acquisition and utilization, approvals and follow up.
- Conducting research on potential donors/partners such as trusts, foundations, companies, and high net worth individuals. This includes proactively identifying and constantly scanning the horizon, network, and solicit donor intelligence and sharing information on donor profiles (policies, preferences, geographical focus).
- Draft appealing proposals and concepts to diverse sources, including development partners, corporate, academia, policymakers, philanthropists, and foundations.
- Produce Resource Mobilization Plans and Reports as per stipulated periods and requirements. Includes close working relation with the Finance team in development of appropriate budgets.
- Developing, managing, and updating Friends of FAWE databases to record their contacts and preference information, maintaining a network of corporate contacts and effectively managing and maximizing these relationships.
- Develop and Strengthen Partnerships for Joint Proposal Writing especially with credible organizations in the country. Includes registering with relevant fund-raising associations.
- Organize resource mobilization events, for example, donor round tables.
- Build staff (Both Regional Secretariat and National Chapters) capacity on resource mobilization at all levels, including development of tools and skills to aid staff in resource mobilization. This will also include internally building a case for resource mobilization by sensitizing staff on the proposition for mobilizing resources.



FAWE Regional Secretariat

- 📍 FAWE House, Chania Avenue, Off Wood Avenue Kilimani
- 📮 PO Box 21394-00505, Ngong Road, Nairobi, Kenya.
- ☎ +254 709 436 000/+254 714 606 629/+254 736 387 000
- 🌐 www.fawe.org ✉ fawe@fawe.org

- Maintain relations with donors and ensure they are consistently and timely informed on important operational Issues. This includes effective communication with donors' focal points and being FAWE's focal point for resource mobilization and sustainability activities.

Qualification Requirements

- Master's degree in business administration, communication, Marketing, Public Relations, or equivalent.
- Bachelor's degree in business administration, Communication, Marketing or equivalent.
- Minimum 10 years of demonstrated experience in developing fund-raising strategy, institutional resource mobilization and building business portfolios NGO sector.
- Proven understanding of the development sector, donor relations and grants management.
- Fluency in English language and working knowledge of French is crucial.
- Good writing and editorial skills.

Personal Attributes

- Excellent analytical, communication and writing skills.
- Strong management and leadership skills.
- Proficiency in computer applications and office 365.
- Skill in developing sources for data collection; good interpersonal skills; ability to work in a multi-cultural team environment.
- Demonstrates openness to change and ability to manage complexities.

Application Procedure

Review of applications will begin as soon as they are received, and only complete applications will be reviewed. If an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible opportunity. Please fill the application form via the link <https://forms.office.com/r/zfqvkfXY4A> and submit a detailed CV and a Cover letter to the Executive Director via email address recruitment@fawe.org with the subject line "FAWE Programmes Development and Partnership Officer" by the latest **3rd June 2025**.