



AGA KHAN FOUNDATION  
CANADA

## Regional Partnerships Coordinator

*Host Agency: Aga Khan Foundation East Africa*

*Placement: Nairobi, Kenya*

*Duration: 6 Months*

### **About AKF Canada**

Aga Khan Foundation Canada (AKFC) is a leading global development organization and registered charity working to tackle the root causes of poverty. Since 1980, we have helped create strong community institutions that support sustainable, locally-driven initiatives to improve the lives of millions of people in Africa and Asia. By combining local knowledge with global best practices, we strive to bring about transformative and long-lasting improvements to quality of life. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. In all of our work, advancing gender equality, inclusion and pluralism are key objectives and approaches.

Working alongside the agencies of the Aga Khan Development Network and through partnerships with local communities, civil society, and business as well as governments and international aid agencies, we are building a future where we all thrive together.

### **About AKF East Africa**

AKF seeks sustainable solutions to long-term problems of poverty, hunger, illiteracy, and ill health, with special emphasis on the needs of rural communities in mountainous, coastal, and other resource-poor areas. In East Africa, AKF works in collaboration with partners to develop and promote innovative solutions that contribute to improving the quality of life of communities in East Africa. AKF responds to local and regional priorities by developing and implementing effective programming, measuring, and documenting results, and sharing its lessons with governments, donors, and development actors, contributing to the improvement of policy and practice. To promote and sustain growth, AKF EA aims at diversifying funding streams and strengthen relationships with both bilateral and private funding bodies. Across this crucial moment for the organization, AKF will need to find sustainable routes for generating financial contributions and build a strong portfolio of relationship-strengthening modalities, such as donor-facing engagement and internal capacity building.

### **Consultancy Summary**

The AKF East Africa Regional Partnerships Coordinator will support the development of the AKF EA Program portfolio by contributing to business development toward meeting ambitious annual partnership targets. The Partnerships Coordinator will support the development of concept notes and proposals and coordinating resource mobilization efforts in the region, including relationship building with funding partners.

### **Responsibilities**

- Support in identifying and following up on funding leads and analyze resource mobilization trends in AKF East Africa.



- Identify funding needs/programmatic intervention opportunities (through regular interaction with AKF EA program staff) and update resource mobilization priorities accordingly.
- Support the maintenance and updating of resource mobilisation tools and tracking systems.
- Support in development of concept notes and proposals through close collaboration with management and technical teams.
- Lead application of project opportunity vetting and verify theme-specific opportunities, geographic alignment, and AKF EA strategic focus.
- Conduct due diligence of implementing partners in coordination with AKF EA finance and program teams.
- Contribute to partnership documentation, including positioning pieces and communication materials (e.g., presentations, narrative overviews, donor visit briefs, etc.) designed to enable regular and effective engagement with various donors and partners.
- Prepare donor briefs and talking points for donor meetings, referencing latest donor strategies, field-level discussions, and possible donor/AKDN matches to consider positioning during meetings.
- Coordinate weekly, monthly, and quarterly conference calls, organising the resource mobilisation tracker and relevant documents for specific units to support pipeline and grants management processes.

### **Required Qualifications & Experience**

- Minimum Master's Degree in international development, development studies, social sciences, or relevant fields.
- 3-5 years' experience in an NGO or donor context
- Demonstration of knowledge of program design; grant acquisition and management; and cross-functional coordination.
- Experience in developing and writing proposals, budget plans, concept papers, briefs, and executive summaries, and coordinating multiple inputs from a variety of sources, simultaneously managing a variety of relationships.
- Technical competency in compiling and editing compliance reports, and presentations.
- Exceptionally strong communication skills in English, both written and oral.
- High analytical skills and the ability to assimilate and process information on a wide range of issues, excellent writing, communication, and financial analysis skills. Agile thinker and able to work within and through systems.
- Strong IT skills, including Microsoft Office Suite (Excel, Word, Outlook, SharePoint, Databases, etc.).

### **Additional Characteristics**

- Respectful of diversity: sensitive toward others in their context, situation, and challenges; pluralistic, open, and understanding toward other people's cultures, values, autonomy, and faiths; demonstrates compassion and empathy; is courteous to others with respect for their background, religion, ethnic, social, cultural, gender, and age.
- Team player: collaborates effectively to create a culture of knowledge sharing and team learning to strengthen business performance.



AGA KHAN FOUNDATION  
CANADA

- Committed to acting ethically and upholding safeguarding standards towards all staff, volunteers, and beneficiaries of the organisation.

### Language

- English proficiency required.

### Apply

Interested applicants are encouraged to apply by clicking the link below.

<https://akfc.submittable.com/submit/268485/cadex-2023-regional-partnerships-coordinator-akf-east-africa>

**Deadline: August 31, 2023 by 11:59pm EDT**

**Please note that due to the nature of funding for this position, the placement is only open to Canadian citizens or permanent residents. Only shortlisted candidates will be contacted.**

*AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the AKFC Gender Equality Policy.*

*AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.*

*AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*