

Position Description:

Manager, Partnerships

Updated: August 2023



THE OPPORTUNITY

Amref Health Africa in the USA seeks a **Manager, Partnerships**. Reporting to the Deputy Director, Partnerships, this person will be a critical member of the Partnerships Unit and responsible for oversight of our grants portfolio and bringing in new partnerships and resources to drive greater programmatic impact. The Manager, Partnerships will act as part of a small US-based team representing a leading African NGO. The person in this role will be expected to juggle multiple projects and priorities, demonstrate close attention to detail and sharp analytical abilities, and communicate effectively about our programs both internally and externally. This role offers a dynamic opportunity to learn about both global health programs in Africa and fundraising in the US market.

Amref Health Africa (Amref)

The Amref Health Africa in the USA office raises awareness and critically needed funds for our work in Africa. In 2021, 92% of our funds raised went directly toward programming. Amref USA is a 501(C)(3) organization with eight employees and an annual budget of \$12-15M.

With headquarters in Nairobi, Kenya, Amref Health Africa is the largest Africa-based healthcare nonprofit, serving 20 million people every year across 35 countries in sub-Saharan Africa. Amref began on the continent as the Flying Doctors, bringing surgical services to remote communities using light aircraft. Our priorities have since expanded to strengthen health systems and train African health workers to respond to the continent's most critical health challenges. Our approach is community-based and makes the people we reach partners rather than just beneficiaries. Over 97% of our global staff are African, so we are always tackling African challenges with African expertise.

Please visit www.amrefusa.org for more information.

THE DEPARTMENT

The Manager, Partnerships is part of Amref USA's Partnerships Unit, responsible for securing funding from American foundations and corporations, managing grants, and driving a thought leadership agenda. The Manager, Partnerships will report to the Deputy Director leading this Unit and be a key member of a small but ambitious team seeking to build our institutional donor base to enable greater programmatic impact across Amref's focus countries and technical areas.

THE ROLE

This position offers an excellent opportunity for an energetic and motivated individual to gain experience across global health programs, institutional fundraising, and partnerships and take ownership over key functions. Our nimble team wears many different hats simultaneously, and the Manager, Partnerships will be able to contribute to a wide variety of Amref USA's activities.

This position will be split across two main functions: 1. Providing oversight and strategic guidance to all programs supported by grants through Amref USA donors (60% of time); 2. Securing new grants

to enable the organization to grow and expand our program portfolio (40% of time). We are looking for candidates with a proactive approach, positive attitude, and relevant experience to complete our team. In this role, you will:

- Take charge of grants oversight for 12+ projects supported by Amref USA partnerships. This will include cultivating strong relationships with the program implementation teams, joining regular meetings and reviewing workplans/financial reports to understand how programs are progressing against their targets, swiftly identifying and flagging challenges and possible solutions, and advising Amref USA leadership on communicating about programs with donors.
 - *Note:* this position is not meant to act as a project manager or provide micro-management to program teams. It is meant to provide oversight by ensuring that Amref USA has a bird's eye view of how each program is going, can provide high-level support as needed, and can effectively share updates with our donors.
- Act as a bridge between program implementation teams, Amref USA, and the donor, with a focus on internal coordination and information sharing. Opportunity to eventually manage key external partnerships and donor relationships as you gain experience in this role.
- Lead grant reporting processes including managing an internal tracker, working with program implementation teams to draft all grant reports, coordinating with MEL and finance teams to review indicators and financial reports, and partnering with Amref USA's Individual Fundraising & Communications Unit to adapt program information for other channels.
- Work with Deputy Director and fellow Partnerships Manager to secure new funding from corporate and foundation donors through identifying new opportunities, writing and editing concept notes and proposals, managing workflows and timelines, coordinating and collaborating with technical teams across African country offices, and finalizing the submission.
- As the team member most focused on existing grants, proactively identify opportunities and strategies to grow our partnerships with current donors and build on the programs they already support.
- Represent the organization's business development interests at relevant meetings, events, and within resource mobilization or donor-specific peer networks.
- Contribute to effective knowledge management by keeping up-to-date records and refining standard operating procedures. Complete other program administration tasks as needed.

WHO YOU ARE

- A minimum of four years of experience in program coordination or management, partnerships, business development, or a related field.
- Expertise in global health programs, whether through work experience or education.
- Bachelor's degree required; Master's degree in public health, international development, or a related field is preferred.
- Experience working for an international NGO is strongly preferred, and existing relationships in the global health sector is a plus.
- Must be a strong writer with critical thinking and analytical abilities. Must be able to understand, simplify, and present complex technical information to a variety of stakeholders.
- Close attention to detail, excellent organizational abilities, and clear communication skills are extremely important.
- Experience with program or project budget development and management is a plus.
- Experience working in and/or traveling to Africa is strongly preferred.
- Strong commitment to Amref's mission, vision, values, and beliefs, including a deep commitment to creating an inclusive environment for all colleagues.

- Ability to represent Amref externally in a professional manner, including with senior leaders and their teams. Must be able to operate in intercultural and international contexts.
- High degree of flexibility and ability to problem solve in a fast-paced environment. A “roll up your sleeves and do what’s needed” attitude.
- High level of proficiency using Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

WORKPLACE and OTHER DETAILS

This is a remote role in the United States, with a preference for the East Coast. Some travel may be required. Applicant must be able to work in the US without sponsorship.

The Manager, Partnerships, is expected to work 40 hours per week. Must be willing to take calls between 7am-9am EST 1-3 times per week to accommodate meetings in East Africa Time, as all of Amref’s program and technical staff are based in Africa.

Amref USA is a fully vaccinated workplace and all new employees, regardless of their work location, will be asked to share proof of full vaccination against COVID-19 within two weeks of their hire date or request an exemption from this policy due to a disability or sincerely held religious belief or practice.

COMPENSATION

The salary for this role is \$70,000 + paid health benefits (medical, dental, vision), 403(b) match, and ample personal, vacation, and sick time.

TO APPLY

Please send your resume and cover letter to careers@amrefusa.org with the subject line “Manager, Partnerships Application”. No calls, please. Your cover letter should explain why you are interested in and qualified for this position.

If you require reasonable accommodation to participate in our application process, please let us know.

Amref USA is an equal opportunity employer and welcomes and encourages a diverse candidate pool. Additionally, we are a fair chance employer and welcome candidates with living experience with the criminal justice system.

The above job description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments. This is only a summary of the typical functions of the job and duties may differ from those as outlined above.