



Partnerships Officer (Private Sector/Local/Regional/County Government)

Terms of Reference

Overview

The Partnerships Officer will play a pivotal role in establishing and maintaining strategic partnerships with private sector entities, local, regional, and county government bodies. This role is essential in driving collaboration and support for initiatives at HER Lab, enhancing the impact of programs designed to empower young women entrepreneurs. The Partnerships Officer will work to secure resources, funding, and opportunities, fostering an environment conducive to sustainable development and economic growth.

We are seeking a proactive and experienced Partnerships Officer to join our team. The ideal candidate will have a strong background in building and managing relationships with diverse stakeholders, including private sector companies, local and regional governments, and county authorities. This role will be instrumental in creating and nurturing partnerships that support the mission and objectives of HER Lab.

Duration

Full-time position with an initial contract of one year, renewable based on performance and funding.

Responsibilities

Partnership Development and Management

- Identify, develop, and manage strategic partnerships with private sector companies, local, regional, and county government bodies.
- Establish and maintain relationships with key stakeholders to support HER Lab's initiatives and programs.
- Negotiate and secure partnership agreements, ensuring mutual benefits and alignment with organizational goals.



Resource Mobilization

- Develop and implement strategies for resource mobilization, including securing funding, in-kind contributions, and other resources from partners.
- Work closely with program teams to identify funding needs and opportunities.
- Prepare proposals and presentations for potential partners and donors.

Advocacy and Policy Engagement

- Engage with local, regional, and county government officials to advocate for policies and initiatives that support the mission of HER Lab.
- Represent HER Lab in relevant forums, meetings, and events to promote collaboration and partnership opportunities.
- Monitor and analyze policy developments that may impact the organization and its programs.

Capacity Building and Support

- Provide support and capacity-building initiatives for partners to enhance their engagement and contribution to HER Lab's programs.
- Organize workshops, training sessions, and networking events to strengthen partnerships and foster collaboration.

Monitoring and Evaluation

- Monitor and evaluate the effectiveness of partnerships and the impact of collaborative efforts.
- Prepare regular reports on partnership activities, outcomes, and lessons learned.
- Use data and feedback to continuously improve partnership strategies and approaches.

Communication and Promotion

- Develop and execute communication plans to promote partnerships and highlight success stories.
- Utilize various channels to showcase the impact of collaborations and encourage further participation.
- Ensure consistent and effective communication with partners, keeping them informed and engaged.



Requirements

- Bachelor's degree in Business Administration, International Relations, Development Studies, or a related field.
- Minimum of 3-5 years of experience in partnership development, stakeholder management, or related roles.
- Proven track record of building and managing successful partnerships with private sector entities and government bodies.
- Strong understanding of the challenges and opportunities in the MSME sector, particularly in rural and underserved areas.
- Excellent communication, negotiation, and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Experience in resource mobilization, proposal writing, and fundraising.
- Knowledge of relevant policies, regulations, and best practices in partnership development and management.
- Proficiency in English and Kiswahili required. Knowledge of local languages is an advantage.
- Strong analytical and problem-solving skills, with a results-oriented approach to work.
- Willingness to travel and work on-site in HER Lab regions as needed.

How to apply:

If you are passionate about fostering partnerships and driving economic development at HER Lab, we encourage you to apply [here](#).