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About Impact Investing Ghana

Impact Investing Ghana (IIGh) is an independent private-sector-led initiative promoting sustainable development and advancing the development of the impact investment ecosystem in Ghana. Established as a nonprofit, IIGh is the Ghana National Partner of GSG Impact. GSG Impact, active in over 50 countries, works to progress the transformation of global financial systems, so that every investment, business and government spending decision takes into account impact, as well as risk and return. IIGh aims at tackling Ghana's pressing social and environmental challenges by driving more capital to deliver real impact. IIGh has an ambitious plan to support the growth of impact ventures and to catalyse \$1 billion in impact funds for investment in impact ventures in Ghana and the West African sub-region.

Job Description: Partnerships Officer

The Partnerships Officer will lead event fundraising and assist in executing a comprehensive partnership strategy to drive funding growth and support the overall objectives of IIGh. The Partnerships Officer will play a vital role in supporting the Strategic Partnerships Manager in the development and management of partnerships crucial to the mission of Impact Investing Ghana (IIGh). They will work closely with the Strategic Partnerships Manager to identify, cultivate, and maintain relationships with various stakeholders including government entities, local and international foundations, industry associations, development finance institutions (DFIs), and other key partners.

Reporting to: Strategic Partnerships Manager

To apply: Email a cover letter and CV to hr@impactinvestinggh.org

Deadline: 21/06/2024, however, applications will be viewed on a rolling basis so early applicants will have an advantage.

Compensation: Competitive based on experience

Responsibilities

Primary responsibilities will include:

1. Stakeholder Engagement:
 - Assist in managing engagement with stakeholders, coordinating communication efforts, and nurturing relationships to advance IIGh's mission.
 - Support in stakeholder mapping and contribute to the development of communication materials for various stakeholders.
2. Partnerships Development:
 - Assist in identifying partnership opportunities and potential collaborative projects with stakeholders.
 - Lead in raising funds for both annual programme events and ad hoc projects.
 - Contribute to the development and execution of strategic plans to engage partners in supporting IIGh's programs, services, and capital needs.
3. Partnerships Management:
 - Assist in managing an agile partnerships team, including volunteers, to effectively deliver on partnership strategy.
 - Support in research, prospecting, and application processes for multiple partner sources.
 - Contribute to the development of partnership proposals and ensure timely submission and archiving.

- Assist in cultivating and maintaining long-term relationships with partners, donors, and prospects.
- Contribute to monitoring partner information and providing statistical analysis to senior leaders and the board.

Requirements:

- Bachelor's degree in a relevant field (Business Administration, International Relations, Communications, etc.).
- 3-5 years of experience in partnerships management, fundraising, grants management, international development or related fields.
- Strong interpersonal skills with the ability to establish and cultivate relationships with diverse stakeholders.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organisational and project management abilities.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office suite and familiarity with CRM systems is desirable.

Additional Information:

- This is a full-time position based in Accra, Ghana. Hybrid work mode.
- Occasional travel may be required for meetings, conferences, or partnership-related activities.
- Impact Investing Ghana is an equal-opportunity employer committed to diversity and inclusion in the workplace.

This job description outlines the primary responsibilities and qualifications for the Partnerships Officer role at IIGh.