



Job Title: Partnerships Intern

Term: 12 months

Location: Amref HQ (Remote); In person only when requested.

Overview:

The Partnerships Intern will be part of the Amref HQ fundraising team, assisting in implementing Amref's partnership strategy to enhance the acquisition, engagement, and management of donors and partners for effective resource mobilisation. This role involves supporting the team through desk-based prospect research and identification of strategic alliance opportunities.

He/she will gain exposure to how the Amref HS team operate and build universally applicable skills in research, knowledge management, operations and stakeholder engagement.

Roles and Responsibilities:

1. Administrative Support:

- Assist in writing and editing proposals, concept notes, reports, and other prospecting materials.
- Take notes during internal and external meetings.

2. Business Analyst & Partners Prospecting, Engagement & Management:

- Conduct market research on organizations, businesses, and individuals aligned with Amref's strategic objectives.
- Identify and track upcoming opportunities to submit proposals and concept notes to potential donors.
- Build a pipeline of corporate and foundation donor prospects through desk research.
- Define goals, activities, roles, and responsibilities for partnerships, including expected outcomes and resource requirements.
- Craft compelling introductory messages and prepare organizational briefings for prospective institutional donors.



- Research relevant events such as conferences and panels to support business development prospecting.
- Explore opportunities for expanding partnerships or engaging new partners.
- Research current events in public health in Africa to update the team and potential donors.
- Identify areas for improvement in partnership prospecting and engagement efforts.

3. Other Support:

- Create profiles of foundation and corporate donors, key relationship managers, and track donor activities across all Amref entities.
- Support the development and rollout of the partner survey to top-tier funders and compile the survey report.

Academic Qualifications:

- Bachelor's or Master's degree (pursuing or recently completed) in International Development, Public Health, Business Administration, Nonprofit Management, Communications, or Political Science.
- Relevant coursework in grant writing, research methods, nonprofit management, or international relations is beneficial.

Skills Profile:

1. Research Skills:

- Proficiency in desk-based research and information analysis.

2. Writing and Editing:

- Strong writing skills with attention to detail for clarity and accuracy.

3. Knowledge Management:

- Ability to manage and organize information efficiently, familiarity with CRM systems

4. Administrative Skills:

- Experience in providing administrative support and managing documents.

5. Communication Skills:



- Strong interpersonal and effective communication skills.

6. Business Analyst Acumen:

- Ability to identify and evaluate funding and partnership opportunities.

7. Event Research:

- Capability to identify relevant events for prospecting purposes.

8. Team Collaboration:

- Willingness to collaborate with team members and work with others

Additional Qualifications:

- Knowledge and interest in donor patterns and trends
- Interest in public health and development, particularly in Africa.
- Proficiency in Microsoft Office Suite and online research tools.
- Problem-solving skills with the ability to provide research-based recommendations.

Desired Traits:

- Enthusiasm, adaptability, and professionalism in all tasks and interactions.