

OUR VALUES

Family	Ownership	Opportunity	Tomorrow
Authenticity, Teamwork, Integrity	Persistent problem-solver	Develop yourself, the team and the brand	Ideas to build the future

JOB OVERVIEW

Job Title: Partnership & Grant Coordinator

Department: Global

Duty Station: Nairobi, Kenya

Reports To: Chief Franchise Development Officer (CFDO)

Type: Full Time

Job Purpose:

Jibu is looking for a Partnership & Grant Coordinator who will be responsible for developing fundraising campaigns, new grant partnerships, and donor reporting programs.

Supervision: This position works highly autonomously and reports directly to the CEO

Duties & Responsibilities:

- Develop and launch a new Jibu customer sponsorship donation program on GoFundMe and similar sites.
- Develop and launch a new Jibu fund raising investment campaign on a crowdfunding website like SeedInvest or WeFunder.
- Establish partnerships with new donor organizations to further access of safe drinking water for communities
- Ensure that all partners' program results are collected, analyzed, and regularly reported in compliance with donor objectives both in the field and in contractual reporting requirements.
- Maintain regular communication and occasional in person contact with largest donors.
- Participate in collecting any data required to build the case for the grants, or for reporting

Team engagement and company growth

- Be fast, hands-on, and come with an ownership mentality
- Be honest, reliable and dedicated
- Bring the energy and stamina to go far with Jibu and join us in building a unique success story

Experience Requirements

Minimum Experience:

- At least 4 years of international work experience in fund raising, relief, or development programs
- Excellent oral and written reporting skills and demonstrated ability to write and edit reports under deadline pressure
- Ability to write clear and concise reports and proposals and to meet required reporting deadlines (somewhat redundant with last line).
- Working knowledge of budget development and management
- Experience in fundraising, grants, and donor partnership management

Preferred Experience:

- Franchise experience a plus
- Experience working a multi-unit business environment a plus
- Experience working in a social enterprise or a startup is a plus

Culture Fit Criteria:

At Jibu, we do not recruit based CVs only, we look for a candidate with the right attitude, hunger for success and talent.

- A self-starter and initiator with an intrinsic motivation to perform
- Highly motivated to *Get Things Done* in an autonomous and independent matter
- Strong entrepreneurial and business instincts
- Proficiency with Microsoft Office suite including Excel, Word and Powerpoint
- Perfect written and spoken English and knowledge

Internal Interfaces:

- Management team
- Franchise Development team
- Sales and marketing department

External Interfaces:

- Jibu franchisees & franchise staff
- Jibu resellers
- Jibu customers.
- Institutional and individual donors

Interested? Please apply by expressing your interest and a link to your LinkedIn or CV to jobs@jibuco.com with the subject line, "Partnership & Grant Coordinator"