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JOB DESCRIPTION

- Position Title:** Partnership and External Relations Officer
- Reports to:** Fundraising, Partnerships and Communications Manager
- Supervises:** None
- Location:** Kampala, Uganda

Purpose of the position: To ensure that WWF Uganda develops and maintains strong and effective partnerships towards the implementation of the WWF Uganda conservation strategy.

Major Functions:

- Ensures that WWF Uganda Country Office develops and maintains positive and effective partnerships and purposeful relationships that are relevant to the implementation of the conservation strategy;
- Promotes the vision and objectives of the WWF Uganda Strategic Plan to external and WWF stakeholders.

Major Duties and Responsibilities:

- Develops and implements a partnership strategy that supports the WWF Conservation Strategy and that ensures the very best of relationships with partners, donors and others
- Ensures that all personnel understand the importance of Partnerships Strategy and how it relates to them, and that they are fully involved in its implementation
- Ensures excellent relations with key government partners and put in place systems that maintain them
- Ensures effective engagement of strategic partners especially society groups and traditional leadership
- Develops strategic partnership building approaches with government, donors, civil society, corporate and WWF stakeholders
- Supports, backstops, guides and trains WWF Uganda staff in partnership matters at all levels
- Supports the Fundraising, Partnerships and Communications Manager in timely technical and Financial reporting to the donors
- Facilitates the strategic engagement with relevant international and national stakeholders on conservation and related issues
- Maintains a database of information relating to partners and donors, individual requirements and goals, and such other details as are relevant to the development and maintenance of those partnerships.

- Develops and Manages MOUs as arise from partnerships
- Develops through contacts with influential Uganda nationalities, a “Friends of WWF Uganda” that can promote the conservation Strategy.

Required Qualifications:

- A University degree in Business Administration, Marketing and Economics, Development Studies, or other related fields;
- Proven track record of at least 5 years in successfully managing inter-institutional relations, preferably in the development field
- Understanding of the institutional and legal framework in Uganda , as it relates to Partnerships, fundraising and communications issues;
- Experience of creating and implementing a partnerships strategy for new markets
- Experience and expertise in developing relationships with institutional donors, high net worth individuals or corporations.
- A good understanding of the realities of development issues, donor institutions and not for profit sector
- Excellent English and with knowledge of other local languages an added asset

Required Skills and Competencies:

- High ethical standards of behavior, good judgment, respect for others, confidentiality and attention to detail.
- Excellent Organizational, planning and writing and oral presentation skills
- Excellent ICT skills, demonstrable numerical and budgetary skills, including preparing fundraising budgets and proficient use of excel and spreadsheets
- Strong interpersonal and communication skills in a multicultural environment
- Thoroughness and attention to detail and strong analytical skills
- Energetic, proactive and capable of working independently as well as being an active member of a team.
- Flexible and creative with an aptitude for solving problems; positive attitude

Working Relationships:

Internal: Interacts with the Fundraising, Partnerships and Communications Manager and other Senior Management Staff, the Uganda Support Group, Fundraising, Partnerships and Communications teams, Programme teams, WWF ROA, WWF International and WWF network and donor offices; works closely with international support staff in fundraising, in particular Global Development Centre, Corporate Partnerships team, Fundraising Group, WWF International Development team

External: Interacts with organization stakeholders, partners and donors locally, regionally and internationally.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared byDate.....

Approved byDate

Accepted by Staff MemberDate.....