



We are hiring a Partnerships Associate!

Based in Warren, New Jersey

About Segal Family Foundation (SFF)

At Segal, we believe in a world where development is steered by grassroots leaders and power is shifted into the hands of communities. We work across Sub-Saharan Africa and strive to be true partners to our grantees. We want to change the power dynamics inherent in traditional philanthropy and prove that a new, more equitable, and responsive approach is not only more fair, but more effective. We support 200+ incredible organizations who are finding local and scalable solutions to Sub-Saharan Africa's most pressing development challenges. We offer our grantee partners financial and capacity building support, aimed at giving them a larger network of peer organizations and like-minded funders to share learnings and new opportunities as well as provide technical expertise.



Our vibrant team of 16 works virtually across continents. We move fast and adapt quickly as we find new and exciting ways to push our mission forward. We've got a lot of ambition, and we are looking for team members that will continue to help us punch above our weight.

Our team in Africa is spread around four countries and is responsible for finding and nurturing our community of partners. They also lead in implementing our unique [Active Partnership](#) model of funding and capacitating our grantees, including our flagship programs—the Social Impact Incubator and the African Visionary Fellowship. In the US, the team is responsible for supporting our Africa-side operations and is home to our data systems, evaluation, and communications. The US also hosts our Partnerships Team, which is responsible for matching SFF's own \$12-13 million in annual grantmaking with at least as much funding leveraged from other donors.



About the role

You will support our partnerships work in a back office and administrative capacity to further SFF's work in engaging peers in the funding community in the US and globally. This will advance our mission of building an equitable community of visionary organizations—both doers and donors—across Sub-Saharan Africa so that together we can improve the lives of millions.

You will participate in implementing the Donor Engagement component of our [Theory of Change](#). You will help execute the chief aims of this component by keeping the team organized and on task, and by keeping related knowledge management systems running smoothly. You will work closely alongside the Executive Director and the Director of Partnerships.

Your responsibilities will include

Build and manage Donor Engagement data systems (35%)

- Scaffold systems on top of our existing Salesforce, including donor relationship tracking, conference planning, etc.
- Train SFF team on systems and ensure they are being utilized correctly through on-going support.
- Feed data into Salesforce and ensure our records are fully updated at all times.
- Carry out data analysis and draw insights from the data that drive our messaging about donor engagement.

Support team's engagement of donors (40%)

- Conduct desk research of various trends in philanthropy, international development, etc. in order to inform SFF's messaging in our donor engagement.
- Prepare materials for conference attendance, speaking engagements, or individual donor meetings and calls in collaboration with Director of Communications.
- Ensure consistent follow-up for all donor meetings and connections made, so that over time we deepen the engagements and build strong partnerships.
- Provide event planning and coordination for donor gatherings and affinity groups.

Provide executive support to the Executive Director (25%)

- Schedule and prepare individual meetings with various stakeholders, including the Board of Directors, SFF team, service providers, etc.
- Provide logistical support for travel with occasional accompaniment to conferences (including abroad).
- Document meetings, calls, speaking engagements.
- Manage email traffic and ensure professional, timely, prioritized responses. Over time, handle some of the email correspondence.

Who we are looking for

- You live the [values](#) of Segal Family Foundation. Each one is essential to achieve the strategy and we want to see a history of your engagement with each.
- You strongly relate to our value of *Fighting for Fairness*. You recognize that the status quo of how power is held in the world is unjust but can and should be changed. You're excited to join a bold team that's doing just that.

- You are a behind-the-scenes hero and are fulfilled by driving the implementation side of our partnerships' successes.
- You are incredibly well-organized and detail-oriented. You gain energy from bringing order and a systematic approach to chaos.
- You are comfortable working in a fast-paced team environment with some level of ambiguity in which decisions are made quickly.
- You don't have to be an extrovert but must be comfortable engaging with a hard-working and passionate team virtually and in-person to forge close-knit relationships.
- You have at least 3-5 years of work experience, of which several years in:
 - Building and managing data systems, including within Salesforce.
 - Qualitative research and analysis, e.g. researching academic journals and publications and drawing insights and inferring trends that inform strategy.
 - Strong formal writing, e.g. internal research briefs and emails to key external stakeholders.
 - Executive or administrative support, e.g. as a program, personal, or team assistant.
- It would really be nice if you had experience in:
 - Quantitative methods and data analysis (in MS Excel or ideally statistics software)
 - Philanthropy sector
 - International development in the Global South, especially East Africa.
- You hold a relevant bachelor's degree.

Why work with us

- **Mission and Impact:** We want to change the face of philanthropy while uplifting incredible local leaders (who we like to call rockstars). Every day we support local leaders changing the lives of communities and youth.
- **Career Development:** We hire ambitious people and support them to develop their skills and leadership potential. We support each other to grow and propel even further in their career trajectory.
- **Autonomy:** We hire smart and talented people and let them lead the way. You will get a team of 16 behind you for support but will be given the autonomy (and responsibility!) to take control of your role and participate in strategic decisions in your department.
- **Work Hard, Play Hard:** We put in the extra time and go the extra mile to support our partners. But we also love to laugh, have fun, and enjoy the camaraderie we've built amongst our team. We can find some levity even in tough situations.
- **Variety and Adventure:** We support 200+ partners across 20+ African countries. Even if travel isn't a large part of your role, you will get to experience new cultures, places, and exciting organizations across the continent.
- **Benefits:** We believe in supporting the well-being of our employees, so we offer healthcare cover, generous annual leave, and performance-based incentives.

Other information

- Role is based in SFF's headquarters located in Warren, NJ.
- Travel of 10% is likely, including occasional attending conferences throughout the world and time on the ground with our staff and partners in East Africa.
- African diasporans with work authorization in the US are encouraged to apply! SFF will assist in obtaining authorization as well.
- We will agree on a six month probation period with mutually agreed upon performance and learning objectives.

Want to apply?

- Fill in the form under this link: <http://bit.ly/JoinSFFPA>
- The selection process consists of case studies, personality tests, interviews and references checks. It will be carried out in collaboration with Edge Performance, our HR partner based in Nairobi.
- Please take a look at our candidate guide under <http://bit.ly/CandidatesGuide>.
- Based on the number of applications, only shortlisted candidates may be communicated with.