POSITION DESCRIPTION | LIBERIA PARTNERSHIP MANAGER

Reports to: Regional Partnership Manager West Africa
FLSA Status: Full-Time / Exempt

Summary: The Partners Worldwide mission is “We mobilize long-term, hands-on global relationships to form a powerful Christian network that uses business as a way to create flourishing economic environments in all parts of the world.” The person holding this position will be responsible for the implementation of Partners Worldwide vision in Liberia, by equipping and fostering the growth of existing and emerging Local Community Institutions (LCIs) and facilitating partnerships, relationships and communication between those LCIs, Business Affiliate (BA) team members and Partners Worldwide staff in order to encourage healthy business-oriented partnerships that grow businesses, create and sustain jobs and transform lives.

Essential Duties & Responsibilities:

- Support existing, connected and emerging partnerships and affiliates in Liberia by facilitating effective communication between all partners
- Train and consult leadership and membership of the BAs and LCIs and facilitate partnership trips
- Equip and support each partnership in the creation and monitor the implementation of Strategic and Annual Partnership Plans (APPs)
- Intentionally develop constructive relationships with LCI leaders to support the partnership understanding of key trends and issues that confront the institutions
- Assist LCI leaders to submit timely and accurate quarterly program and loan metrics, semi-annual outcome and activity measures
- Develop or collect effective tools and resources (business training, mentoring tools, business as calling materials, etc.) and share those with LCIs, BA teams and West Africa Regional Partnership Manager
- Facilitate external alliances and networking with like-minded partners working in Liberia for synergy and exponential impacts collectively
- Promote Growth and Development of new partnerships, affiliates, and alliances
- Develop and support implementation of agribusiness and value chain strategy across our existing LCIs and new partnerships
- Provide Liberian country perspective to development of PW organization wide Vision 2025 document, promote Partners Worldwide in Liberia and engage in cross-agency initiatives to advocate for issues impacting those we serve
- Maintain relationships with leaders and organizations with similar or complementary goals in localities where we serve in Liberia
- Engage with partners and network members to develop PW Liberia country strategy
- Develop and produce marketing and communication assets/stories to support Newsletters and other donor communications, as needed
- Perform other duties as may be assigned in support of the vision, mission and objectives of Partners Worldwide in Liberia

Education / Experience / Qualifications: The requirements listed below are representative (not all inclusive) of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College or graduate education in Business, Finance, Economic Development, International Business Development, or a related field from a reputable accredited University
- 3+ years’ experience working in business development in the private or non-profit sectors
- Demonstrated competency in multiple of the following areas: small business development, business mentoring, cross-cultural communications, business training, agriculture and agriculture value chain development, business networks, small business lending and finance, and organizational sustainability
- Knowledge of business development and community development issues in Liberia
- Proficiency with MS Word, Excel, PowerPoint, Skype, and online reporting systems
- A sincere Christian faith, lifestyle and values that are reflected daily; always uphold Christian principles and demonstrate exemplary servant leadership as an image-bearer of God. In addition, this person will
 demonstrate the ability to relate well with Partners Worldwide leaders in the promotion of God’s Kingdom through business development programs
 Permanent resident of Liberia or the ECOWAS region

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position may be required to work in extremes of heat or cold, in sheltered and unsheltered conditions. Work is also performed in office environment. May be exposed to dust, fumes or similar materials.

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All interested parties should send their resume and cover letter to opportunities@partnersworldwide.org on or before December 20, 2019.