POSITION DESCRIPTION | NICARAGUA PARTNERSHIP MANAGER

Department: Program Team
Reports to: Regional Director
Updated: March 2020

Summary
Encourage healthy business-oriented partnerships that grow businesses, create jobs, and transform lives by mobilizing long-term, hands-on global relationships to form a powerful Christian network that uses business as the way to create flourishing economic environments in all parts of the world.

Responsible for implementation of Partners Worldwide’s Mission, Vision and strategy in Nicaragua. Facilitate the growth and development of a partnership network that uses business as the way to create flourishing economic environments.

Primary area of responsibility is equipping and fostering the growth of new and existing Local Community Institutions (LCIs) and facilitating partnerships, relationships and communication between those LCIs, Business Affiliate (BA) members, and Partners Worldwide team members.

Essential Duties & Responsibilities

Drive Partnership Development & Health

- Facilitate and monitor creation and implementation of Annual Partnership Plans and Reporting/Communications plans for each partnership
- Communicate regularly with BA and LCI leaders to drive implementation of plans and to provide training, coaching, and consultation as needed
- Facilitate effective regular communication between LCI and BA leaders, (web-based project management, e-mail, conference calls, etc.) including regular planning, progress and prayer calls for all partnerships
- Augment partnership effectiveness by ensuring relevant up-to-date understanding of local context, trends, and needs via periodic visits to LCIs and the businesses they serve
- Intentionally develop constructive relationships with LCI leaders to support partnership and organizational understanding of key trends and issues confronting the organization
- Facilitate partnership trips and lead or accompany a partner, if requested, including pre and post trip communications:
  - with BA participants including reminders to follow-through on information sheets and waivers, orientation materials, travel information, insurance, pictures, stories, volunteer logs, etc.
  - with LCI and BA team leaders on trip objectives, planning and logistics
- Lead preparation of any applications to PW Loan Fund and/or PWE
- Identify synergies and facilitate effective alliances across partnerships
- Equip and foster the growth of new partnerships, LCIs, and strategic alliances as appropriate
- Increase partnership impact by developing, collecting, and sharing tools and resources as needed with relevant partners and PW staff

Facilitate Monitoring and Reporting

- Assist and equip LCI leaders to submit timely and accurate quarterly loan metrics, semi-annual outcome and activity measures and annual LCI Loan Fund reports from each partnership
- Oversight and consulting of local programs and impact reporting to support Foundation or donor reporting requirements
- Maintain country and partnership SharePoint sites
Research, Contribute to, and Lead Country Strategy

- Develop and execute country strategy and growth plans in collaboration with key partners and team members (including Regional Director and Country Advisors) aligned with organizational direction and strategy
- Responsibly manage country, and partnership expenses within annual budgets and strategy
- Grow revenue to become a sustainable national revenue center
- Collaborate with engagement team to research, identify & report potential donor development and revenue opportunities to develop financial sustainability.
- Develop access to capital strategy and monitor implementation, to include PW or PWE loans as necessary

 Boards, Advisory Teams, Legal / Administrative Structures and Compliance

- Launch, develop, and lead engagement and interaction with country advisory team and/or board
- Implement and maintain local Partners Worldwide legal and administrative structures aligned with local law and organizational strategy in coordination with PW leadership
- Make recommendations to Regional Director for necessary policies or procedures and ensure adherence to them

Assume the role of Ambassador / Representative of the PW Brand, Vision & Model

- Approach every client (BA, LCI, donor) interaction with an eye on excellent customer service
- Promote Partners Worldwide in country & region of focus
- 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 country

Ancillary Duties & Responsibilities:

- Develop and produce marketing and communication assets/stories to support Regional Newsletters and other donor/partner communications, as needed
- Participate in PW staff calls and internal teams as requested
- Manage & contribute to regional and organizational projects as needed
- Actively participate in regional team. Contribute to the success of regional goals and those of other countries in the region
- Maintain relationship with in-country Curriculum Coach; appoint or develop additional coaches as needed; and facilitate Train-the-Trainer planning and implementation with LCIs and coaches.
- Help with international conference planning, training and logistics (orientation, travel and lodging) as requested
- Support local conference strategy execution, if relevant
- Coordinate and plan national and regional networking forums as needed
- Provide training, oversight and evaluation of interns
- Other duties as assigned

Core Competencies:
The requirements listed below are representative (not all inclusive) of the knowledge, skills, and/or abilities required.

- Flexibility - adaptable and creative, with experience working in and finding solutions in diverse and changing situations
- Leadership – provides direction & coaching, delegates effectively to accomplish goals, makes timely decisions within scope of role, models Partners Worldwide standards
- Coaching and Developing Others — identifying the developmental needs of others and coaching, mentoring, delegating with oversight, or otherwise helping others to improve their knowledge or skills.
- Integrity – does not compromise being their authentic self or the mission, vision & values of Partners Worldwide while maintaining humility. Does what is right when no one is looking.
Cooperative – finds common ground on which to build relationships, works to create win-win situations, appreciates the contributions of others, fosters an environment of sharing, can bridge divergent viewpoints

Independent – self-driven and able to work with a high degree of autonomy

Initiative – able to assess and execute based on current and ever-changing conditions

Dependability - being able to be counted on or relied upon, when you always do everything that you say you will and never make promises you cannot keep

Persistence – able to continue the course of action in spite of obstacles

Innovation – the ability to find or develop non-obvious solutions to a wide variety of challenges

Communications - strong oral and written communications skills; awareness of cross-cultural communication issues in country/region of responsibility

Financial Acumen – Ability to work with the details and follow-through required for collection and management of metrics and finances for partnerships

Administration— Knowledge of business in tactical planning, resource allocation, efficient work methods, managing workflow, setting/clarifying expectations & meeting commitments.

Time Management — Managing one’s own time and the time of others.

Education / Experience / Qualifications:

- 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 and community development issues in region of responsibility
- Proficiency with MS Word, Excel, PowerPoint, Skype, and online reporting systems
- A sincere Christian faith, lifestyle and values that are reflected daily; uphold Christian principles and demonstrate exemplary servant leadership at all times as an image bearer of God.
- Demonstrate the ability to relate well with Partners & PW leaders in the promotion of God’s Kingdom through business development programs
- Permanent resident of assigned country
- Ability to travel, including valid/current passport to allow for international travel
- Bilingual language skills appropriate to country or region and in English

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This person will be expected to travel nationally, regionally, and internationally. This may include both urban and rural areas in accordance with on-going work plans. Individuals must be able to read, evaluate and respond to written and verbal communications and respond. Regularly required to walk, sit and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear. Work in various environments may require employee to stoop, climb, sit or stand for periods of time. Employee may occasionally be required to lift weights up to 50 pounds, and regularly lift items up to 10 pounds. Vision requirements include close, distance, peripheral and depth perception.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job but may not be all inclusive.
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. Work locations may include areas of political instability, natural disaster and medical hazard, all of which pose some risk to personal security.

Staff and/or candidates must be able to perform the essential functions of the role either with or without a reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if it does not create an undue burden on the organization.

This job description is not designed to be all encompassing of the activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Please submit your CV and cover letters in both English and Spanish to: opportunities@partnersworldwide.org
Our Vision
We aspire to end poverty, so that all may have life and have it abundantly.

Our Mission
We mobilize long term, hands-on global relationships to form a powerful Christian network that uses business as the way to create flourishing economic environments in all parts of the world.

What We Do
We create partnerships with local community institutions to provide mentoring, training, access to capital and advocacy, removing obstacles, building up permanent local capacity designed to catalyze entrepreneurs and job creators and to celebrate business as a calling to do God’s work.

Where We Work
Established in 1997, we work in 30+ countries on four continents.

Our Model is a Three-Way Partnership

**Local Community Institution:**
A locally owned and led, independent organization working to end poverty. They catalyze entrepreneurs and job creators in their community.

**Business Affiliate:**
Experienced businesspeople deeply commit to assist a Local Community Institution as it uses business as the way to create flourishing economic environments for all. These individuals and groups help develop concrete plans, share expertise, and provide financial support.

**Partners Worldwide:**
Our staff is at the heart of our network of partners. We identify new Local Community Institutions, orient new Business Affiliates, facilitate, and stabilize emerging partnerships, and grow our global Christian network.