



***We are hiring:
Business Development & Fundraising
Associate***

Job opportunity with Africa's leading accelerator and entrepreneur support organisation

Business Development & Fundraising Associate

About us:

GrowthAfrica is one of the continent's leading growth partners for entrepreneurs, and we are looking for new talent to join our quest to grow the continent's promising impact enterprises into prosperous and successful contributors to our societies, creating much-needed job opportunities, economic growth, and social transformation.

We drive investment and market readiness through cohort-based programmes, projects, and tailored support services to entrepreneurs across Africa. We work hard to ensure that entrepreneurial ventures increase their rate and scope of success during the startup, growth, or expansion stage.

Through access to capital, markets, technology, and know-how, we have since 2002 supported over 2,000 businesses to flourish. We focus on innovative and scalable post-revenue startups and growth SMEs led by ambitious entrepreneurs.

GrowthAfrica is headquartered in Nairobi and has offices in Kampala, Addis Ababa, Accra, Lilongwe, and Lusaka. Additional countries are supported in collaboration with local partners on the ground. You will join an international, passionate, and ambitious team of 26 across 5 countries.

About the role:

As a Business Development and Fundraising Associate you will operationally and tactically support the organisation in identifying, selecting, and engaging with external funding and financing opportunities and support the conversion of opportunities and relations into bids, proposals, activities, and resources that unlock funding, partnerships and other resources for GrowthAfrica.

A significant part of the role is to support in identifying, assessing, and co-writing proposals to tenders as well as support the writing of concept notes to donors and foundations. Research, copywriting and development of materials and resources required to successfully attract and engage with external relations are also key aspects of the job. You will through the activities be supporting the efforts to communicate our brand and capabilities to our external relations. This includes participating in and representing the organisation at relevant online and in-person events. Internally you will be assisting the team in their in-country business development and fundraising efforts.

The Business Development and Fundraising Associate will be working with and reporting to the Nairobi-based Executive Director & Partner responsible for Business Development.

Your responsibilities will include the following:

- Scan for relevant tenders and funding opportunities online, through tender platforms and our network
- Review and assess tenders and funding opportunities based on set criteria
- Research on potential funders and partners, ecosystems, data and insights relevant for our operations
- Organise and compile in structured formats data from our fundraising and business development
- Compile required documentation and support in the writing of proposals and responses to tenders following templates and brand guidelines
- Provide guidance and support our team in their (local/regional) business development activities
- Support in the writing and development of content required for presentations and proposals

- Assist in the development and upgrade of templates, guidelines, and resources in support of top professional and efficient proposal writing and external relations engagement
- Attend external events to create visibility for GrowthAfrica and connect with external relations

Whom we are looking for:

- 2 - 5 years of business development, business communication and/or fundraising experience at a regional/international organisation
- Bachelor's degree – for example in business, communications, journalism, or related field
- Fluency in English, with demonstrated excellent writing and communication skills
- Experienced user of Microsoft Office, graphical design/layout tools, project management, and documentation solutions. Experience and curiosity in the application of AI tools is an advantage.
- Significant experience in working with templates in Microsoft Office and diligently implementing per guidelines and set brand and layout standards
- Attention to detail, structures, and a strong sense of what constitutes quality
- Eagerness to learn and continuously improve
- Analytical and with interest in how data can help improve performance
- Strong work ethic and a commitment to delivery as per quality standards plus timelines and deadlines
- Outstanding ability to consistently deliver on provided templates, formats and standards
- Experience and/or interest in establishing systems and structures that deliver efficiency, consistency, and quick turnaround of tasks
- Ability to work with a small team and successfully manage multiple and changing priorities in a fast-paced, dynamic environment
- A positive and productive attitude and a good sense of humour

Why work with us?

- Excellent learning experience and platform to build solid work experience and networks
- Purpose-driven organisation and opportunity
- Energetic team dedicated to growing entrepreneurial ventures and businesses across Africa
- Grow your professional network as you work and learn with our dynamic team across 6 countries
- Learning and insights on innovation and entrepreneurship across the continent
- Become part of a highly committed, international team

Other information

- This opportunity is based in Nairobi, Kenya, and only Kenyan nationals will be considered.
- Start date: December 2023 / January 2024

Want to apply?

- Send your CV in PDF format and a motivational letter to this [application form](#).
- Open for applications now!
- Application deadline: **Round 1 deadline Wednesday 15th November**. Round 2 deadline Monday 27th November. Applications will be reviewed on a first come first served basis



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