



# Job Description

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Job Title	Job Location	Category
Partnerships Manager	Dar es Salaam	-
Job Type	Job level	Industry
Full Time	Senior Manager	Association & Societies
Open to Expatriates		
Only Open to Tanzanian Nationals		

## Minimum Requirements

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Min Budget	Max Budget	Primary Industry
-	-	Association & Societies: 5 Years
Secondary Industry	Primary Category	Secondary Category
-	-	-
Certificate	Qualification	
-	-	

## Summary

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The Partnerships Manager is responsible for the coordination, expansion, and enhancement of Organisation's engagement with members, sponsors, and external stakeholders in alignment with the organisation's strategic pillars. This role focuses on driving membership growth, strengthening stakeholder relationships, supporting fundraising efforts, and enhancing Organisation's overall visibility and brand positioning.

## Responsibilities

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### 1. Membership Growth and Engagement

- Review and update membership assessment criteria to ensure alignment with Organisation's desired member profile.
- Develop and implement a targeted plan to attract and retain high-value members.
- Provide strategic guidance to the Membership Services Officer in coordinating membership recruitment and engagement activities.
- Develop and maintain a membership needs and expectations matrix for each segment to ensure tailored service delivery.
- Review and oversee the annual membership services plan to enhance value for all members.

### 2. Advocacy and Stakeholder Relations

- Build and strengthen relationships with key stakeholders including Organisation members, government officials, diplomats, professional bodies, regional networks, private sector organisations, and civil society actors.
- Identify opportunities to promote Organisation's advocacy agenda and strategic initiatives across multiple platforms.
- Represent Organisation in relevant forums, meetings, and public-private dialogue engagements to advance institutional priorities.

### 3. Fundraising and Resource Mobilisation

- Identify opportunities for expanding member contributions and diversifying Organisation's revenue streams.
- Assess and maintain a matrix of potential fundraising opportunities and partnerships.
- Develop and implement an annual fundraising strategy and plan in consultation with the Executive Director.
- Leverage member networks and relationships to raise funds and sponsorships for Organisation's programmes and events.
- Maintain donor and sponsor relationships through regular progress updates and engagement activities.

### 4. Brand and Visibility Enhancement

- Develop and coordinate the annual programme of events in collaboration with the Executive Director and Secretariat team.

- Identify and support implementation of high-impact corporate social responsibility and strategic partnership initiatives.
- Collaborate with communication teams to enhance Organisation's visibility and reputation through targeted campaigns and collaborations.

## Strategic Relations

- Internal: Works closely with the Executive Director, Membership Services Officer, and other members of the Organisation Secretariat.
- External: Engages with Organisation members, government representatives, diplomats, partners, sponsors, and civil society organisations.

## Key Performance Indicators (KPIs)

- Growth in Organisation membership and stakeholder engagement levels.
- Successful implementation of the annual partnership and fundraising plan.
- Increased sponsorship revenue and member contributions.
- Strengthened relationships with strategic partners, sponsors, and government stakeholders.
- Enhanced Organisation visibility and brand positioning across key platforms.
- Effective coordination of membership services and event programmes.

## Education & Qualifications

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- Minimum of five (5) years of relevant experience
- At least two (2) years in a supervisory capacity
- Experience in stakeholder engagement, partnership management, or fundraising in corporate or non-profit settings
- Strong understanding of Tanzania's private sector landscape and development context
- Experience using digital productivity tools, CRM, and project management systems for stakeholder coordination and reporting

## Requirements

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- Bachelor's degree in Business Administration, Economics, Management, or a related field
- Master's degree in a relevant discipline is an added advantage

## Characteristics

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- Strong strategic and analytical thinking, with the ability to identify and leverage partnership opportunities
- Excellent communication, negotiation, and stakeholder engagement skills
- Proven leadership and team management ability
- Strong organisational and project management skills with attention to detail
- Professionalism and diplomacy when representing the organisation
- Proactive, adaptable, and results-oriented approach
- Ability to manage multiple priorities effectively.

## Reporting To

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- Reports to: Executive Director
- Supervises: Membership Services Officer

## Driving Licence

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Not Required

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