

CORE COMPETENCIES

“Core Competencies” are important to our organization’s success. We expect all employees of BuildHer to demonstrate these competencies in everything that they do.

1. Direction:

- You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work
- You are disciplined in following the organization’s processes including: Financial and procurement procedures and administration/ record keeping- Keep your own copy of program, activity or project records, file documents in the correct location and folders on DB or hard copy folders. You make available, readily share/issue documents to the team as needed

2. Energy:

- Energy, job motivation, initiative - You are energetic and committed to get work done and motivate people to do the best they can
- Actively participate as part of a team, are considerate of your colleagues and helpful in day to day activities including emergency situations
- You achieve and maintain a satisfactory level of knowledge and skill to do your job

3. Capability:

- You build your own and other people’s capabilities, directly and indirectly
- Problem solving expectations - You identify risks, explore and analyze to come up with appropriate solution.
- Planning and organization-You are proactive in your approach, you schedule actions, priorities and outcomes. You document work well for personal referencing and for both internal and external communication
- Integrity- You align with BuildHer policies. You are trustworthy and honor confidentiality of personal and organization information
- Stress management- You maintain a stable performance under day to day pressures, you are courteous to team and community partner

4. Relationships:

- You communicate effectively and build productive internal relationships with the BuildHer team and external relationships with Buildher partners.

5. Change:

- You support continuous improvement and change and constantly look for ways to do things better

6. Performance:

- You get things done, achieve the organization’s aims
- Communication expectations- You express yourself clearly, effectively, courteously. You provide timely and accurate information. You can listen and assert ideas. You are able to clearly and calmly communicate challenges
- You take Responsibility-Are accountable for your behavior, attitude and actions. You recognize and accept your role in the overall organization and in your respective team

JOB TITLE: ALUMNI DEVELOPMENT OFFICER

Reports to: The Buildher CEO

Location: Nairobi, Kenya

Deadline: March 31st, 2023

The Alumni Development Officer is responsible for developing, implementing and managing Buildher's Alumni Development and Entrepreneurship events, communications, programs, partnerships and strategy to build and strengthen professional career, business and entrepreneurship development of Buildher alumni artisans.

PRIMARY RESPONSIBILITIES

- Work in coordination with the Placement, Impact, and Community Development teams to develop and implement Buildher's Alumni Development strategy.
- Create Standard Operating Procedures for Alumni considering all department workflows.
- Develop, coordinate and manage the Alumni Department's strategic direction and provide leadership, motivation and support in order to maintain the quality of the Department's output so that the Organization's and Department's objectives are achieved.
- Lead, coordinate and manage alumni communication and publicity, including print, social media and online publications targeted at alumni.
- To develop and lead the delivery of Buildher's alumni entrepreneurship courses. Implement in-person, mobile and online training sessions to help Buildher alumni advance their careers and develop their professional and entrepreneurship skills.
- Lead the development of professional programs, levels, and qualifications for alumni admission to support resources and opportunities.
- Support Buildher alumni to gain the required skills and access the necessary resources to grow their careers, as well as build and launch their enterprises.
- Develop and facilitate industry aligned entrepreneurship modules to train the Buildher artisans and alumni.

- Support alumni as they develop, prepare and implement their industry aligned professional and entrepreneurship skills, plans and proposals and present their business ideas to potential partners, funders or investors.
- Cultivate and maximize alumni, industry and donor interest in, and engagement with, Buildher. Develop Alumni resources, benefits and services partnering with government, corporate and industry players and partners.
- Develop strategic opportunities for alumni; both virtually and in-person. Lead and coordinate the organization of relevant events (coordinating peer, entrepreneurship and professional mentors, and guest-speakers, to share their professional experience)
- Lead alumni data collection including baseline surveys, progress assessments, and impact assessments. Develop progress reports and tools to engage and keep accurate records of alumni and volunteers who engage with Buildher.
- Create performance tracking and performance evaluation procedures and maintain accountability for the effectiveness and robustness of the alumni Development processes for internal learning and program development.
- Lead alumni advocacy initiatives and publish outcomes internally and externally to improve understanding and raise visibility of women artisans in construction, reveal key challenges and wins women artisans are encountering.
- Streamline the department tracking and reporting processes to ensure reports are consistently submitted at the quality, detail and timelines required by the impact and reporting teams and communicate how the department is achieving effectiveness as well as key wins of the department and alumni.
- Work with key government and industry players to enhance resource support for alumni such as entrepreneurship, professional, technical, tool or machinery training, discounts or other services.
- Develop alumni engagement activities and initiatives that increase alumni involvement with other Buildher alumni and current trainees.
- Develop the Alumni Development budget and tailoring the Alumni programs to the available resources and monitoring expense against that budget.

NOTES ON TERMS

- The Employee may from time to time be required to undertake additional or other duties assigned by the Director as are necessary to fulfill the needs and requirements of the organization.

- Buildher reserves the right to make reasonable changes to the job description. Any minor variations will be advised before implementation, more significant changes will only be made with the approval of the Director and by giving the Employee at least one month's notice.

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING COMPETENCIES:

- Demonstrated capacity to grow professionally and to make sound, independent business decisions, but also work within a cross-collaborative team; showing a strong ability to execute work with a collaborative, inclusive and co-creation lens.
- Ability to formulate strategic objectives, and manage a variety of events and programs as well as set priorities, meet deadlines and work independently.
- Strong verbal, presentation and written communication skills.
- Be curious to learn about new developments in the construction industry market including competition criteria, industry trends.
- High degree of professionalism in dealing with diverse groups of people. Exceptional organizational skills and impeccable attention to detail.
- Be a highly innovative and motivated professional.

QUALIFICATIONS

- Applicant must hold a Bachelor's Degree in Entrepreneurship, Business Management, Community Development or any other relevant field.
- Minimum of 8 years of relevant experience and demonstrate professional experience in related fields.
- Must also demonstrate at least (5) years of relevant experience in the field of entrepreneurship, preferably social entrepreneurship.
- Expert proficiency in the use of computers for word processing, presentations, excel, e-mail, and social media marketing.
- Must demonstrate proficiency with graphics management software, such as Adobe Photoshop and/or Canva.
- Experience with digital marketing, and management of social media, volunteers, mentors and events. As well as experience in development or marketing.
- Familiarity with CRM software.

- Demonstrated understanding, experience and competency in working with vulnerable communities, especially women.

HOW TO APPLY

Please submit:

- A detailed cover letter explaining your qualifications, why you are a good fit, and what attracts you to apply for this position.
- Your detailed CV highlighting relevant experience.
- 1 Page writing sample of previous work (e.g. excerpts of reports, briefs, proposals) in PDF format.
- Relevant training and work experience documents
- 3 senior professional references from relevant employment experience.

Email your application packet to **apply@buildher.org**

Email subject: Application for Alumni Development Officer