



PARTNERSHIP RELATION OFFICER JOB DESCRIPTION

Job Responsibilities

- Ensuring proper communications and effectiveness of partnerships programs;
- Acquiring new partnerships;
- Strengthening the existing relations;
- Finding new and creative ways to build a strong synergy with institutions;
- Elaborate intersectional patterns for new developments and activities;
- Assist in brainstorming and creating new methods to raise funds for our organization;
- Maintain complete and orderly records of partners and manage regular partners communications;
- Collaborate with other organizations and groups within the community to build partnerships and enhance activities;

Job Skills & Qualifications

Required:

- Bachelor's degree ;
- Exemplary communication abilities and outgoing, yet poised personality;
- Strong leadership skills ;
- Excellent organizational abilities and attention to detail;
- Quick thinker and ability to make decisions under pressure;
- Required languages French and English, German is a plus.

Preferred:

- Bachelor's degree in communication, public relations, journalism, or related/applicable area;
- Minimum two years managerial experience;