



Job Title:	Senior Project Manager, Strategic Partner Communications and Events
Reporting to:	Director of Communications
Location:	United Kingdom or United States (Eastern time zone)
Salary:	Dependent on Country Location
Contract:	Permanent - Full time

Please note we will only be accepting applications from candidates with the Right To Work in one of the locations above.

Principal Accountability

Are you a seasoned project manager, equally as comfortable thinking strategically as you are focusing on minute details? Are you a natural diplomat who finds it easy to step into others' shoes, and builds strong relationships with accountability to clients at their core? Do you thrive on coordinating the engagement and priorities of multiple partners, and making the most of resources across teams and geographies? Do you have a proven track record of delivering complex, collaborative projects through the efficient use of cloud-based tools? Are you passionate about gender equality and women's leadership, with a nuanced understanding of key education and/or development sector organizations and funders, especially in Africa? Then read on.

Who we are

CAMFED (Campaign for Female Education) is an award-winning organization tackling poverty and inequality by supporting girls from disadvantaged communities in Ghana, Malawi, Tanzania, Zambia, and Zimbabwe to go to school, thrive, and become leaders and change-makers in their communities. Our unique, grassroots-led model has been honored with the 2020 Yidan Prize for Education Development (the world's largest education prize), the 2021 Conrad N. Hilton Humanitarian Prize (the world's largest annual humanitarian award) and was selected by The Audacious Project (housed at TED) in 2023 as one of the biggest, boldest solutions to the world's most urgent challenges. CAMFED has achieved unprecedented results in improving education outcomes among some of the world's most disadvantaged young people and supporting young women to create the future they imagine — for themselves, for their communities, and for Africa.

CAMFED has a reputation for being innovative, resourceful, and effective, and has attracted extensive support from a high-profile network that spans government, philanthropy, celebrity, and business.

CAMFED not only revolutionizes how girls' education is delivered but also differentiates itself in its communications, which are designed to reflect our operating model and values across platforms and partnerships — with safeguarding at the core and a non-exploitative, 'decolonizing' emphasis on African women's expertise and leadership. We highlight this model by lifting up the voices and underscoring the activism of the girls we serve, and the young women leaders they become.



Specific Accountabilities:

As the Senior Project Manager, Strategic Partner Communications and Events, you will play a pivotal role in ensuring the efficient and timely delivery of communications partnership projects, working collaboratively across teams and timezones (North America to East Africa) to streamline processes, eliminate duplication of effort, and maintain high standards of accuracy and detail.

Project Management

- Develop and execute project plans, ensuring communications projects that serve our donor partners are delivered on time and within budget
- Coordinate across departments and countries to align project goals with organizational objectives and streamline systems and processes
- Allocate tasks, monitor project progress, address potential risks, and implement corrective actions as needed
- Serve as the primary contact for project-related communications with internal and external stakeholders
- Build and maintain strong relationships with stakeholders to ensure their needs and expectations are met
- Conduct regular updates and meetings to keep stakeholders informed and engaged
- Support the Communications team in ensuring that communications deliverables are accurate, compelling, aligned with organizational standards, and regularly refreshed to reflect the latest research and data

Strategic Partner Communications

- Collaborate with CAMFED's Development Operations and Fundraising team colleagues to negotiate and manage terms of reference with partners to ensure mutual benefits and adherence to organizational goals
- Deploy a standardized relationship management approach in collaboration with Fundraising team colleagues
- Oversee partner-related campaign plans and collaborate closely with team members to ensure delivery on time and within budget, making the most of the content and resources available

Events

- Track strategic and partner-related event opportunities, collaborating with internal and external stakeholders to ensure event objectives, participants, logistics and communications are tightly coordinated
- Project manage CAMFED's participation in select events

Resource Management:

- Optimize the use of limited resources to achieve maximum impact and efficiency
- Develop and manage project budgets, ensuring financial accountability and cost-effectiveness
- Provide financial and progress reports to senior management
- Uplift the expertise and skills of global colleagues while recognising other pressures and helping prevent the build-up of project roadblocks



Other Responsibilities:

- Provide direct line management to team members working on a project basis

Person Specification:

A proven track record in professional project management with multiple stakeholders and limited resources, in communications, and in navigating strategic partnerships, preferably within the development, philanthropy or education sector

- Proficiency in project management methodology and cloud-based tools (e.g. Trello, MS Project)
- Excellent written and verbal communication skills and a high level of accuracy and attention to detail
- Commitment to keeping the interests of the girls and young women we serve at the core of your work
- Ability to build and maintain accountable relationships, and handle sensitive communications with nuance
- Familiarity with navigating global or cross-cultural settings

Essential

- Excellent interpersonal skills, and strategic thinking abilities
- Excellent written and verbal communication skills, with the ability to engage with colleagues at all levels
- A collaborative approach to your work, with good organizational skills and multitasking abilities
- A passion for engaging with a diverse range of people across continents
- Self-motivated and able to work with urgency to seize opportunities
- A desire to be part of a fast-growing and dynamic movement dedicated to tackling some of the world's greatest challenges including poverty, social injustice, gender inequality, and climate change

CAMFED Values

The post holder is expected to live the CAMFED values which are:

- Focus on the girl as client
- Partner with the Community
- Be transparent and accountable

Equality, Diversity and Inclusion at CAMFED

CAMFED is an equal opportunity employer, committed to creating an inclusive environment for all employees. We welcome applicants from diverse backgrounds, including those from marginalised communities. We do not discriminate on the basis of race, gender, age, sexual orientation, religion, disability, or any other characteristic protected by law.



Application Details

If you are interested in this opportunity please **apply now**.
The closing date for this role is the 10th of October 2024.