



JOB DESCRIPTION

Executive Communications and Partnerships Manager, CFK Africa

Location: CFK Africa Headquarters, Kibera, Nairobi, Kenya

CFK Africa seeks a highly organized, relationship-driven professional to serve as Executive Communications and Partnerships Manager. Reporting to the Chief Executive Officer (CEO), the Executive Communications and Partnerships Manager leads internal communications across CFK Africa's programs — ensuring teams are informed, aligned, and connected to organizational priorities and to one another — and manages the organization's partnership function, including a growing database of partners and stakeholders.

The Manager follows up on and stewards partnerships and stakeholder relationships passed down by the CEO/Executive Director, ensuring timely engagement, accurate record-keeping, and continuity as partnerships mature, and leads the planning and delivery of CFK Africa's main and special events in coordination with the Communications and Media Corps Manager and the broader YDN Communications team. This role is critical to keeping CFK Africa's programs connected to one another, ensuring information flows smoothly across teams, and ensuring the organization's partnerships are well-managed, well-documented, and positioned to grow.

Established in 2001, CFK Africa is a U.S. 501(c)(3), Kenyan-registered international non-governmental organization (NGO) and major affiliated entity of the University of North Carolina at Chapel Hill that empowers youth in urban slums through locally led leadership development and innovative public health delivery and research. The organization maintains a team of 86 full-time employees who serve more than 200,000 residents annually on an annual budget of \$4 million USD.

KEY RESPONSIBILITIES

Internal Communications & Program Connectivity

- Develop and lead an internal communications strategy that keeps staff informed, aligned, and connected to leadership priorities, including drafting internal communications on behalf of the CEO/ED.
- Coordinate inter-departmental information flows, serving as the central point of connection between CFK Africa's programs, and advise the Executive Team on internal messaging and organizational alignment.

Partnership Database & Stakeholder Follow-Up

- Own and maintain CFK Africa's partnership database of partners and stakeholders, ensuring records are accurate, current, and accessible.
- Follow up on partnerships and stakeholder relationships passed down by the CEO/Executive Director, tracking status, next steps, and outcomes, and preparing briefing notes and talking points for key meetings.

Events Management

- Plan and manage CFK Africa's main and special events, including logistics, budgeting, and stakeholder coordination, and organize partner-facing events and webinars in coordination with program teams.
- Work closely with the Youth Media Corps and YDN Communications team to ensure events are documented through photography, video, and storytelling, and capture lessons learned to improve future events.

Financial Management, Compliance & Impact

- Hold overall accountability for internal communications, partnership, and events budgets, ensuring spend is on-target, well-documented, and compliant with CFK Africa procedures and donor regulations.
- Oversee procurement, contracts, and vendor agreements related to events and partnerships, define indicators that capture internal engagement, partnership health, and event outcomes, and report regularly to the CEO/ED.

SAFEGUARDING & ETHICAL STORYTELLING

This role manages sensitive partner and stakeholder information and organizes events involving young people, staff, and community members. The Manager must uphold CFK Africa's safeguarding and child-protection standards at all events, maintain the partnership database securely and in line with data protection principles, and ensure appropriate consent is obtained for any photography or content captured at events. The successful candidate will be required to undergo relevant background checks.

SKILLS AND COMPETENCIES

Required & Essential:

- A master's degree in a relevant field (e.g. communications, business administration, international development, or social sciences); a bachelor's degree with exceptional relevant experience may be considered.
- At least 7 years' progressive experience in communications, partnership or stakeholder management, or events management, including significant senior leadership responsibility.
- Proven track record of managing complex partner or stakeholder databases and delivering accurate, timely follow-up.
- Demonstrated success managing budgets and delivering against ambitious targets in compliance with donor regulations.
- Strong relationship management skills and experience supporting senior leadership with partnership exploration and engagement.
- Experience planning and delivering large or high-profile events, including partner-facing events and webinars.
- Familiarity with data management/CRM systems, data protection principles, and safeguarding in program or event settings.

Preferred:

- Highly organized relationship-builder who connects people, teams, and information effectively.
- Strong project- and event-management skills, with meticulous attention to detail.
- Excellent writing and internal-facing communication skills.
- Sound financial acumen and rigorous, data-informed decision-making.
- Deep commitment to safeguarding, data integrity, and CFK Africa's values, with cultural sensitivity to informal-settlement communities.

Application Instructions

To be considered for this position, applicants must submit the following materials via this [link](#):

1) a current resume, and

2) a cover letter directly stating your specific professional interests in CFK Africa and highlighting your experience managing partnerships and stakeholder relationships within a mission-driven organization.

CFK Africa reviews applications on a rolling basis and encourages candidates to apply early. The final deadline for applications is Monday, September 7, 2026. Applications submitted via email will not be considered.