



# We are hiring a Program Associate!

Based in Kigali, Rwanda

## About Segal Family Foundation (SFF)

At Segal, we believe in a world where development is steered by grassroots leaders and power is shifted into the hands of communities. We work across Sub-Saharan Africa and strive to be true partners to our grantees. We want to change the power dynamics inherent in traditional philanthropy and prove that a new, more equitable, and responsive approach is not only more fair, but more effective.



We support 200+ incredible organizations who are finding local and scalable solutions to Sub-Saharan Africa's most pressing development challenges. We offer our grantee partners financial and capacity building support, aimed at giving them a larger network of peer organizations and like-minded funders to share learnings and new opportunities as well as provide technical expertise.

Our vibrant team of 14 is spread across the globe. We work virtually across continents, and our Africa team is spread across 4 countries. We move fast and adapt quickly as we find new and exciting ways to push our mission forward. We've got a lot of ambition, and we are looking for team members that will continue to help us punch above our weight.

## About the role

You will join our Programs Team, which implements SFF's mission on the ground by identifying new grantee partners, managing all aspects of our Active Partnership model with current grantee partners, and engaging fellow philanthropic actors to promote our grantee-centric approach.

Besides providing program administration support related to awarding and renewing funding to our grantee partners, you will help deliver initiatives to build community and promote partnership in learning and doing among SFF grantees. You will also play a key role in linking SFF grantees to opportunities to strengthen their capacity and grow their impact.

## Your responsibilities will include

Program/ Grants Management for our Rwanda and French-speaking portfolio (45%)

- Contribute to the development and implementation of Rwanda, Burundi, and DRC strategy, work plans, and budgets.
- Maintain programmatic and administrative aspects of grant making throughout the year, including but not limited to review of applications, site visits, analysis of organizational health and effectiveness, and written recommendations in a due diligence report.
- Support and coordinate the logistics of program-related events, as needed, such as site visits, workshops, training seminars, meetings, and conferences.
- Contribute to program administration through budget tracking, expense reports, consultant contracts, travel arrangements, etc.
- Support our Active Partnership strategy and activities for Rwanda, Burundi, and DRC partners, and work with the Program Officer to conceptualize tailored support to our partners.

- Ensure prompt response to emails, queries, and unsolicited funding requests with guidance from the Program Officer.
- Relate with grantee partners in a way that keeps in account the typical power dynamics in the grant making industry: upholding integrity, mutual respect, and humility in interactions with ongoing and potential grantee organizations.
- Contribute to discussion and decisions in grant making calls.
- In collaboration with the Program Officer, conduct occasional research and writing assignments that are relevant to the program.
- Support cultivation and stewardship of relationships with funders to leverage support for SFF grantees and promote grantee-centric practices.
- Formally and informally stay updated on SFF partners' work and outcomes.

#### Social Impact Incubator - Program Coordination: (35%)

- Coordinate all SII Rwanda activities, resources, and equipment in collaboration with the Program Officer in charge.
- Monitor SII Rwanda participant attendance and progress through the SII program.
- Support quality control of content delivery of training sessions and one-on-ones through feedback mechanisms from champions (both online and verbal).
- Manage SII Rwanda site visit execution to monitor and update participant database throughout the program.
- Handle regular communications with trainers, champions, alumni, and advisory committee
- Contribute communications content for SII Rwanda monthly newsletter.
- Support communications consultant with content for SII Rwanda social media presence.
- Contribute feedback on SII Rwanda communications (documentaries, logos, one-pagers, media briefs, newspaper articles/adverts).

#### Office Management: (10%)

- Ensure smooth running of SFF Kigali office. Manage lease, vendors and ensure office is well-supplied, clean, orderly and safe.
- Manage office expenditure against budget to ensure cost efficiency of operations.

#### Learning and Tracking SFF's Impact (10%)

- Participate in regular team meetings: Prepare relevant presentations, correspondences, and minutes for these meetings or for other forums where SFF is participating to curate and share information on behalf of the team.
- Contribute to development of performance goals and learning objectives for Rwanda, Burundi, DRC and SII Rwanda programming as well as quarterly progress review to improve learning.

## Who we are looking for

- You are passionate about locally-driven development and excited about identifying and supporting visionaries that have bold ideas to positively transform their communities.
- You have work experience with social enterprises, non-profits or start-ups in Rwanda or Burundi, especially those catering to poor, remote or underserved communities.
- You have at least 3-5 years of experience working with non-profit organizations or social enterprises in East Africa. Previous private sector experience with strong exposure to understanding organizations and communities will also be considered (in advisory, investment, project management, marketing, etc.).
- You take an interest in the business model and the numbers side of an organization. You have proven experience or knowledge of using qualitative and quantitative methods to analyse the effectiveness of organizations' programs.
- You have proven knowledge of the Rwandan and/or Burundian social sector
- You are resourceful with a go-getter attitude and have a willingness to take informed risks in order to meet program objectives.

- You have strong organizational skills, attention to detail, and a proven track record in managing projects involving tight timelines, budgets, and complex logistics to drive outcomes.
- You have strong skills in managing relationships and partnerships with diverse individuals, remotely and in-person.
- Strong critical thinking skills
- You are a clear communicator and have strong writing skills.
- You are bold and confident to share your opinions with a multicultural team and can tailor your approach to working with various colleagues.
- You thrive in an unstructured environment, are at peace with ambiguity and with multiple reporting lines, and solve problems creatively and efficiently.
- You have learned how to talk about your weaknesses and mistakes in the workplace and value honesty.
- You love collaboration, and you naturally motivate yourself to deliver when working alone.
- You have strong interest in developing yourself and your peers.
- You easily navigate Microsoft Word, Excel, Google Drive, etc.
- Required: Excellent French language skills

## Why work with us

- **Mission and Impact:** We want to change the face of philanthropy while uplifting incredible local leaders (who we like to call rock stars). Every day we support local leaders changing the lives of communities and youth.
- **Career Development:** We hire ambitious young people and support them to develop their skills and leadership potential. We support each other to grow and propel even further in their career trajectory.
- **Autonomy:** We hire smart and talented people and let them lead the way. You will get a team of 11 behind you for support but will be given the autonomy (and responsibility!) to take control of your role and participate in strategic decisions in your department.
- **Work Hard, Play Hard:** We put in the extra time and go the extra mile to support our partners. But we also love to laugh, have fun, and enjoy the camaraderie we've built amongst our team. We can find some levity even in tough situations.
- **Variety and Adventure:** We support 200+ partners across 20+ African countries. Even if travel isn't a large part of your role, you will get to experience new cultures, places, and exciting organizations across the continent.
- **Benefits:** We believe in supporting the well-being of our employees, so we offer healthcare cover, flexible hours and performance-based incentives.



## Other information

We value diversity and therefore welcome all applications from qualified candidates. Rwandans and EAC nationals are especially encouraged to apply. You will work out of our Kigali office with around 40% regional travel. Due to the nature of the job, working hours can extend into the evening and on the weekend from time to time. We will agree on a six-month probation period with learning and performance goals.

## Want to apply?

- First, read this guide on how to submit your application and tips on our selection process: <http://bit.ly/CandidatesGuide>
- Fill out the application form under: [http://bit.ly/JoinSFF\\_Rwanda](http://bit.ly/JoinSFF_Rwanda)

*Selection process in collaboration with [www.edgeperformance.co.ke](http://www.edgeperformance.co.ke)*