

Position Description

Manager, Strategic Engagement & Communications - Nairobi

About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation headquartered in London with offices in Nairobi, New Delhi and Addis Ababa. CIFF works with a wide range of partners seeking to transform and empower the lives of children in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering adolescents to control their sexual and reproductive health and to avoid unwanted pregnancies and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good.

CIFF's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bears the benefits of cleaner air, energy security and sustainable jobs. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and safeguards children.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large-scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2003, CIFF employs approximately 160 professionals in England, Kenya, India and Ethiopia. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

Job Description

Job Title	Manager, Strategic Engagement & Communications
Reports to	Director, Strategic Engagement & Communications
Location	Nairobi
Main purpose of the role: To support: <ol style="list-style-type: none"> 1. The execution and management of a portfolio of grants for gender equality advocacy and young feminist movement building. 2. The execution of CIFF's Anti-Racism and Diversity, Equity and Inclusion strategy, including work to mainstream a gender, youth and equity lens into CIFF's grant-making and partners and engaging other funders and the broader field in joint learning and advocacy. The position is a permanent assignment and based in CIFF's Nairobi office.	

The Exciting Opportunity

Gender advocacy & young feminist movement building strategy

Support the design and execution of CIFF's gender advocacy and young feminist movement building strategy and portfolio, including:

- Autonomously managing grants related to the portfolio, including programme coordination, review of grantee documents, and executing tranche payments. This will include:
 - Leading the end-to-end management of the grant-making process (from concept formation through to final payment), suggesting improvements where appropriate, to enable the SEC team to deliver and monitor its philanthropic activity efficiently and effectively.
 - Working closely with the Finance team to coordinate the forecasting of grant payments, to enable effective cash flow management and reporting within the organisation.
- Conducting research and analysis in support of assessing priority issues, opportunities for portfolio growth, and political, programme and reputation risks.
- Working with internal stakeholders and partner organisations to develop and deploy innovative strategic engagement, communications and campaigning techniques which can support our grantees in achieving their objectives.
- Assisting our partners to use data to effectively target their projects at key public and political audiences.
- Supporting the collection and synthesis of programme insights and data for presentation to CIFF senior leadership and Board, and external partners and stakeholders.
- Contributing towards the successful communication of CIFF's investments and activities to our key stakeholders, including governments and partner donors. This will include research and analysis for CIFF's thought leadership activities.

- Supporting CIFF's corporate communications activities, including assisting with media engagement, digital communications, and risk and reputation management.

Execution of CIFF's Anti-Racism and Diversity, Equity and Inclusion Strategy

- Support the Director, Strategic Engagement & Communications, in overseeing this cross-organisational initiative, advising CIFF workstream leads, managing internal stakeholder relationships, and tracking overall progress against identified targets.
- Support the rollout of CIFF's gender and equity mainstreaming framework across sector teams (in particular Climate and Adolescence), including the development of and deployment of equity metrics and learning questions for specific strategies and investments, in collaboration with our Evidence, Measurement and Evaluation (EME) team.
- Support with the design of a funder & field engagement strategy, leading its execution including managing CIFF's engagement in a new Community of Practice for solidarity-centred grant-making.
- Background research, analysis and writing support for briefings to CIFF senior management and Board.
- Assist with the management of external consultancies and agencies.

Sector knowledge and networks

- Build and maintain a range of relevant knowledge and information resources, to enable the SEC team to access high quality intelligence, analysis and data to inform current and future programme activity.
- Undertake other research projects required, as directed by members of the team.
- Keep abreast of developments in strategic engagement, communications and campaigning approaches (eg digital research and engagement, audience segmentation and analysis, etc), especially as related to CIFF's key focus areas.

The Talented Individual

Qualifications & Experience

- Thorough experience working on gender and equity issues, preferably in an international development setting
- Strong prior programme management, research and analysis experience in either the private or public sector or an international development context.
- Good experience of working in politics, political communications, campaigning, within a donor institution or setting and/or within a public affairs or public relations agency.
- Sound understanding of high-impact policy and advocacy interventions across CIFF's priority impact areas.
- Ability to set priorities and think critically, objectively and strategically.
- Capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner to maximise effectiveness.

- Strong interpersonal skills, and excellent written and oral communication skills in English (other languages, including French, a plus).
- IT proficiency (most specifically in Microsoft Word, Excel, PowerPoint).
- Experience implementing digital strategies and working across social media platforms (desirable).
- Experience with content creation/commissioning (desirable).
- A self-starter, with resilience, pace, and interpersonal flexibility.
- Strong ability to multitask and prioritise workload appropriately.
- A keen interest in the issues children and young people face, within the context of international development.

Key working relationships

- All other CIFF departments and teams (in particular HR, EME, Africa, Adolescence, Climate and Girl Capital).
- Fielding contact with international partners and stakeholders.
- Fielding contact with co-funders, international charities and NGOs.
- Fielding contact with national governments and local NGO partners in priority geographies.

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Competencies

Action Biased: *Achieves outstanding results through commitment, planning, informed judgement and action in line with overall intent*

Collaboration: *Proactively builds valuable partnerships based on teamwork, transparency and mutual respect to bring about sustainable change*

Improve and Innovate: *Exercises commercial and entrepreneurial thinking for greater effectiveness and impact*

Inspire and Influence: *Builds trust by expressing compelling and tailored messages which enable CIFF to be catalytic and create momentum*

Passion and Perspective: *Is passionate about CIFF's mission and always keeps the drive for systemic change in mind*

Leading for Impact: *Leads the organization by providing coherent vision, direction and support in seeking impact for children*