



## Opportunity: Associate- Southern Africa Portfolio

### Organizational Information

[Maliasili](#) is a dynamic and innovative organization that is taking a different approach to driving conservation impact in Africa. We find the best local African conservation organizations and make them better by building their capacity and improving their performance so that they can grow their impact. Our [partner portfolio](#) includes some of the leading organizations in East and Southern Africa and Madagascar, working at the forefront of conservation across wildlife, forestry, and marine resource management. Our partners' impacts extend well beyond biodiversity conservation, driving conservation approaches that are grounded in community and indigenous land rights, and unlocking the economic value of natural resources through sustainable businesses to create greater jobs and income.

Since its founding in 2011, Maliasili has built a portfolio of roughly 20 partners working across over 25 million hectares of critical landscapes and ecosystems in four countries. We have helped our partners generate or leverage more than \$7 million in funding for their work; developed a growing set of tools to help improve their organizational performance; and supported many of our partners to significantly grow their impacts in the field. Our goals are to build a portfolio of Africa's best local conservation organizations, help them collaborate and learn from each other, and scale up their work on the ground and their leadership capacity within the conservation field.

Building on our track record and growing interest in our organizational support model, we are looking to expand our portfolio in Southern Africa in 2020 and looking to build our regional team.

We are in the midst of a [three-year strategic plan](#) that is guiding the expansion of our programmatic efforts, both in Kenya and in Southern Africa. We are now accepting applications for the Associate position to work on our Southern Africa portfolio to be based in Windhoek, Namibia. All applications should include a cover letter and CV and should be sent to [recruitment@maliasili.org](mailto:recruitment@maliasili.org).

### Roles & Responsibilities

Associates support our organizational development efforts with our partners, working side-by-side with our Managers. Understanding the functional elements of an effective organization is at the core of Maliasili's work, and Associates should be positioned to build on a working knowledge of these elements and the characteristics of a highly effective organization.

The Associate – Southern Africa Portfolio will work with the Managers supporting this growing portfolio, providing assistance while also developing their own skills in the following areas:

- The development of trusted relationships with partner organizations, providing thought partnership and collaborative problem solving on organizational challenges.
- Working with partners to diagnose and develop joint plans to address major organizational needs and priorities.
- Supporting partner service delivery in areas such as strategy development, design of work plans, strategic fundraising, communications, monitoring & evaluation systems, and human resource management and recruitment.
- Developing and improving innovative approaches to organizational development challenges, staying at the cutting edge of organizational development, social enterprise, and community-based conservation.

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- Designing effective meeting and facilitation plans that focus on resolving a set of key objectives.
- Supporting Maliasili internal organizational projects, including but not limited to strategic planning and monitoring & evaluation.

Additionally, the Associate will have responsibilities including, but not limited:

- Analyzing information into clear, concise reports;
- Reviewing and analyzing reports, papers and data pertinent to our partners and the ecosystems in which they work;
- Taking notes and analyzing outputs of meetings and workshops;
- Compiling reports, designing presentations, and editing documents; and
- Organizing event logistics.

## Qualifications

Key attributes of the successful candidate will include:

- Strong interest in organizational development and/or business development. We are looking for someone is passionate about building effective, high-performing organizations.
- Strong problem-solving skills with an emphasis on analyzing and diagnosing organizational challenges– the ability to quickly and accurately understand a problem and design solutions.
- Outstanding interpersonal skills in communications, including written and verbal communication, relationship management, team processes.
- Outstanding ability to manage multiple processes in a dynamic environment, prioritize, multi-task, and deal with problems adaptively and with a sense of humor.
- Intellectual curiosity – we are a fast-growing organization that emphasizes learning and adaptation, so a desire to learn is at the core of everything we do.
- Passion for Maliasili’s mission to increase the positive impact of African natural resource management and conservation organizations.
- Team player who enjoys engaging with and supporting colleagues but can also work autonomously when necessary.
- Interest and understanding of major issues in natural resource management, rural development, and land tenure in East and Southern Africa.
- A Bachelor’s degree and a minimum of 5-7 years of work experience.

**Deadline:** Applications should be sent to [recruitment@maliasili.org](mailto:recruitment@maliasili.org) by January 31, 2020.