Jonica Foundation
Terms of reference

Business Development Officer

Duty station Nairobi, Kenya | **Department** Business Development

Reports to Chief Executive Officer (CEO)

Application deadline 30 November 2026

About Jonica Foundation

Jonica Foundation is a Kenyan nonprofit led by women and young people. Our four commitments are to inform, amplify, equip and connect. Through Mwili Wangu, Sauti Ya Mama, Imarika, Jibu Rapid Response and Jonica Homes, we help communities access health information, share women's stories, build livelihoods and find support in times of crisis.

Purpose of the role

The Business Development Officer connects programme teams with organisations and individuals who can help meet a specific community need. The officer researches prospective partners, initiates discussions and follows promising opportunities through to an agreed next step.

Key responsibilities

Identify opportunities. Research organisations, institutions and individuals whose priorities align with the Foundation's work. Recommend which opportunities to pursue and explain the value of each to the programme and the prospective partner.

Develop partnerships. Introduce the Foundation to prospective partners, arrange meetings and maintain existing relationships. Record what each party agrees to do and follow up.

Support resource mobilisation. Work with the Grants and Fundraising Officer to identify financial and in-kind support. Contribute programme information and partner input to concept notes and proposals.

Increase visibility. Identify relevant forums, networks and events. Work with the Communications Team to present the Foundation's work and achievements accurately.

Connect partners with programmes. Consult programme teams about their priorities and introduce partners who can strengthen an existing activity or help develop a new initiative.

Report progress. Maintain records of contacts, meetings and next steps. Brief the CEO on progress, obstacles and opportunities that need a decision.

Deliverables and selection criteria

Expected deliverables

Prepare a business development workplan linked to the Foundation's priorities. Maintain a partner register and an opportunity tracker showing the status of each discussion and the next action. Contribute to partnership proposals and concept notes, and submit regular progress reports with challenges and recommendations.

Working relationships and authority

The officer reports to the CEO and works with the Grants and Fundraising Officer and the Programme, Communications, and Finance and Administration teams. The Business Development Officer leads partner outreach and relationship development. The Grants and Fundraising Officer leads grant applications, donor requirements and fundraising activities.

Obtain approval from the CEO or an authorised management representative before making formal partnership commitments, entering financial agreements or representing the Foundation in matters that require organisational approval.

Qualifications and experience

- A bachelor's degree in Business Administration, Business Development, Marketing, Development Studies, Social Sciences or a related field.
- At least two years of relevant experience in business development, partnerships, stakeholder engagement, resource mobilisation or a related area.
- Experience building professional relationships with different stakeholders and identifying opportunities for collaboration. Experience with NGOs or development programmes is an advantage.

Skills and professional conduct

Candidates should be able to research prospective partners, write clear proposals and reports, and communicate confidently in meetings. The role requires initiative, sound planning, attention to detail and the ability to work independently and across teams. The officer must protect confidential information and treat colleagues, partners and community members with respect, integrity and sensitivity.

Appointment and performance review

The employment agreement will set the duration and terms of appointment. The CEO and the officer will agree on targets. Periodic reviews will consider the quality of opportunities identified, progress with partners, consistency of follow-up, contributions to programme development, visibility and fundraising, and the accuracy and timeliness of records and reports.

Equal opportunity

Jonica Foundation is an equal opportunity employer. We welcome applications from qualified candidates of all backgrounds, including persons with disabilities.