ROLE DESCRIPTION · OPEN PROJECT ROLE

Partnerships & Sponsorship Associate

Builds the relationships that make gatherings possible: sponsors, institutions, media and community partners.

ENGAGEMENT	AREA	REPORTS TO	LOCATION
Project-based	Partnerships	Founder & Chief Executive Officer	Nairobi, Kenya, and event locations

About the role

You help find and look after the organisations that partner with our gatherings. You research prospects, prepare proposals and keep track of every commitment, so partners get what was promised.

What you will do

- Research and map potential sponsors, institutional, media and community partners.
- Prepare tailored partnership proposals and presentations for approval.
- Support outreach, meetings and follow-up with prospective partners.
- Track partner commitments, deliverables and recognition through each event.
- Prepare partner reports after events.
- Keep partner records accurate and up to date.

What you bring

- Experience in partnerships, business development, fundraising, sales or account management.
- Strong written and verbal communication and professional presence.
- Organisation and persistence in follow-up.
- Integrity in representing the company and its commitments accurately.

Good to have

- Existing networks with corporates, foundations, development partners or media in Kenya.
- Experience writing proposals or grant applications.

How we work together

This is a project-based engagement, not employment. For each project we agree the scope, dates, deliverables and fee in a written engagement letter before any work begins. Fees depend on the project and are confirmed in that letter.

Everyone who works with us follows our Rules of Engagement: thegatheringandco.online/downloads/roles/rules-of-engagement.pdf

How to apply

Go to **thegatheringandco.online/work-with-us**, choose **Partnerships** as your area and tell us about your experience and availability. Include a portfolio or LinkedIn link if you have one. You can also email **info@thegatheringandco.online** with the subject "Partnerships & Sponsorship Associate".