

# Carnegie Mellon University

## Africa

<b>Job title</b>	<b>DIRECTOR OF EXTERNAL RELATIONS</b>
<b>Reports to</b>	Director of CMU-Africa
<b>Start Date</b>	ASAP
<b>Location</b>	Kigali, Rwanda

### Position Summary

CMU-Africa's vision is to educate and empower the next generation of African leaders and innovators by delivering a world-class educational experience. Our mission is to produce creative and technically strong engineers, who have been trained in the African context and prepared to make a transformative impact in their communities and the world.

We are seeking a senior professional to serve as the Director of external Relations for our campus in Rwanda, Carnegie Mellon University Africa (CMU-Africa). The Director of External Relations will lead the development and execution of strategic partnerships that align with and support the mission and goals of the institution. This position is responsible for identifying, cultivating, and stewarding relationships with a wide range of stakeholders, including governments, corporations, individual donors, foundations, non-profit organizations, and academic institutions. The Director of External Relations plays a key role in fostering collaborations that enhance CMU-Africa's reputation, promote academic excellence and innovation, and drive the growth and sustainability of the program. This position reports to the Director of CMU-Africa.

### Job Function / Core Responsibilities:

- Partnership Development - Develop and implement a comprehensive partnership strategy that aligns with the mission and goals of CMU-Africa. This includes identifying and fostering relationships with key stakeholders across various sectors, evaluating potential partners based on alignment with university goals, values, and priorities, leading negotiation and development of partnership agreements, and ensuring the agreements align with organization objectives and values.
- Relationship Management - Act as a liaison between external partners and the university, facilitate communication and evaluate partnership performance. The position also serves as the primary point of contact for government entities on strategic matters.
- Resource Mobilization – Collaborate with partners to identify funding opportunities, sponsorships, grants and other sources to support CMU-Africa initiatives while ensuring compliance with funding requirements and reporting obligations. This will include leading stewardship and collaboration activities with internal stakeholders to manage donor relations and to secure ongoing support for university programs and projects.

- Strategic Planning – Contribute to the development of CMU-Africa's strategic planning process by providing insights and recommendations related to partnerships, fundraising and engagement opportunities. It also involves staying informed about industry trends, emerging technologies, and best practices related to development, external partnership management and higher education.
- Cross-Functional Collaboration - Work closely with different departments such as marketing, communications, faculty, staff and other university departments, to leverage existing resources and networks in support of partnership goals. Promote partnership successes through various channels, including press releases, social media, and events, as well as participate in relevant conferences, workshops, and networking events
- Data Management and Analysis - Maintain accurate records of partnership activities, agreements and outcomes using appropriate databases or CRM systems. Work closely with the Associate Director of Impact to prepare regular reports on partnership performance and impact for internal and external stakeholders. In addition, this position will analyze partnership data and performance metrics to assess effectiveness and identify areas for improvement. This process will help to ensure that partnerships are delivering maximum impact and value for all stakeholders involved.

Inclusion, collaboration, and cultural sensitivity are valued proficiencies at CMU. Therefore, we are in search of a team member who can optimally collaborate with a diverse population of internal and external partners at a high level of integrity. We are looking for someone who shares our values, thrives in an exciting and complex environment, and who will support the mission of the university through their work.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- 10 - 15 years of relevant experience with excellent understanding of the works and procedures managing Government relations, corporations, individual donors, foundations, non-profit organizations, and academic institutions.
- Excellent interpersonal skills with the ability to network and use diplomacy during engagements Stakeholder.
- A bachelor's degree in relevant field. Postgraduate studies preferably a master's degree in fields such as international relations, global diplomacy will be an added advantage.
- Fluency in spoken and written English essential, French will be a plus.

### **SKILLS AND COMPETENCIES**

- Proven ability to exercise sound judgment, excellent discretion and maintain confidentiality.
- Strong leadership and managerial skill with track records of management roles in a team of multi-diversity background

- Ability to handle multiple tasks simultaneously and maintaining a high level of productivity and efficiency while ensuring that critical tasks are completed on time.
- Ability to maintain composure when dealing with difficult situations and/or individuals.
- Ability to pay close attention to detail is critical for maintaining accurate and detailed reports and records
- Ability to meet deadlines, work under pressure in a fast-paced work environment
- Knowledge of project Management and experience in working with local authorities and communities
- Fluency in spoken and written English essential, French is a plus.

Joining the CMU team opens the door to an array of exceptional benefits available to eligible employees.

Those employees who are benefits eligible can experience the full spectrum of advantages from comprehensive medical, prescription, dental, and vision insurance to an enticing retirement savings program offering a generous employer contribution. You can also unlock your potential with tuition benefits and take well-deserved breaks with ample paid time off and observed holidays. Finally, rest easy knowing you are covered by life and accidental death and disability insurance.

For a comprehensive overview of the benefits that may be awaiting you, explore our Benefits page.

At Carnegie Mellon, we value the whole package when extending offers of employment. Beyond just credentials, we consider the role and responsibilities, your invaluable work experience, and the knowledge gained through education and training. We acknowledge and appreciate your unique skills and the diverse perspective you bring. Your journey with us is about more than just a job; it's about finding the perfect fit for your professional growth and personal aspirations.

Are you interested in an exciting opportunity with an exceptional organization?!

Apply today by submitting your motivation letter and curriculum vitae through: <https://www.africa.engineering.cmu.edu/about/careers.html> on or before June 08, 2024.