



Job Announcement:

Institutional Partnerships Associate

Location: Remote, United States – Candidate must reside in an Eastern Time Zone state

Reports to: Director of Institutional Partnerships

About KickStart International: KickStart International is an award-winning nonprofit social enterprise with an ambitious mission to empower millions of smallholder farmers across sub-Saharan Africa to climb out of poverty. Our organization designs and distributes low-cost irrigation tools and trains vulnerable smallholder farmers in profitable irrigated farming, enabling them to grow, harvest and sell high value crops year-round and to adapt to climate change. With our headquarters in Nairobi, Kenya, we work in 17 countries across sub-Saharan Africa and have empowered over 1.6 million people to take a major step out of poverty.

About the Position: KickStart International is seeking an Institutional Partnerships Associate to support the growth of our institutional fundraising and partnerships portfolio. This role sits at the intersection of strategy, research, and relationship management, helping to mobilize resources and partnerships that enable smallholder farmers across sub-Saharan Africa to access climate-smart irrigation technologies and build sustainable livelihoods. The Associate will work closely with the Institutional Partnerships team to identify, develop, and manage relationships with foundations, bilateral and multilateral donors, and strategic partners. This includes contributing to the full lifecycle of partnership development: from prospect research and landscape analysis to proposal development, donor communications, and grant management.

This is a highly collaborative role that requires strong analytical skills, clear and compelling writing, and the ability to synthesize complex programmatic and technical information into persuasive narratives. The Associate will engage across KickStart's teams—including country programs, product development, and monitoring and evaluation—to translate on-the-ground impact into effective fundraising and partnership strategies.

Key Responsibilities

- Conducting targeted research to identify and assess prospective donors and partnership opportunities aligned with KickStart's strategy
- Supporting the development of high-quality proposals, concept notes, and pitch materials tailored to institutional funders

- Supporting the partnerships team to manage the pipeline effectively, prioritize and streamline outreach and engagement, and drive strategic growth across the donor portfolio.
- Managing donor communications, including reports, briefings, and follow-up materials
- Managing and maintaining donor and partner databases

Qualifications & Competencies: The ideal candidate is a proactive and detail-oriented professional with a strong interest in international development, climate adaptation, and innovation in the nonprofit sector. They are comfortable working across multi-cultural teams and time zones, navigating ambiguity, and balancing multiple priorities in a fast-paced environment. They bring strong writing and research capabilities, sound judgment, and a clear motivation to contribute to scalable, systems-level impact.

Required

- Bachelor's degree in relevant field
- Minimum 1-2 years of progressive experience in fundraising and/or international fieldwork within the development sector, with demonstrated growth in responsibilities
- Experience working in or extensive knowledge of sub-Saharan Africa, particularly in agricultural development or climate adaptation
- Exceptional writing skills with proven ability to craft compelling and complex grant proposals and reports
- Strong research, critical thinking, and analytical capabilities with experience synthesizing technical and programmatic information for diverse audiences
- Demonstrated ability to manage multiple priorities, work independently, and deliver high-quality work under tight deadlines
- Strong interpersonal skills with courtesy, tact, patience, and a collaborative spirit
- Self-motivated, innovative thinker with strong problem-solving abilities and attention to detail
- Deep passion for KickStart's mission—a shared blueprint of peace and prosperity for people and the planet

Preferred

- Familiarity with funding mechanisms in the international development sector, particularly with foundations
- Proficiency with CRM or donor management platforms, in order to maintain accurate records and generate reports to support pipeline and relationship management
- Experience with budget development and financial reporting for institutional grants
- Track record of building and maintaining relationships with institutional donors

Compensation

- Salary: \$50,000 - \$60,000 - commensurate with experience
- Comprehensive benefits package including medical, pharmacy, and dental insurance

Location & Travel: This full-time role is remote, however candidates must reside in an Eastern Time Zone state. The role involves limited but periodic travel, including a possible onboarding trip to New York City and to KickStart's headquarters in Kenya, an annual team meeting in New York City, and potential additional travel as needed to support partner engagement and field team coordination.

To Apply: To apply, please submit your resume and a cover letter to info@kickstart.org detailing your relevant experience and interest in the role.