



## **Vacancy**

Position: Communication & Business Development Officer  
Organisation: Max Foundation  
Location: Addis (TBD)  
Number of hours per week: 32/40 hours

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### **About Max Foundation:**

Max Foundation is a thriving international nonprofit organization (NGO) committed to providing a healthy start in life for every child. With an annual program budget of €6 million and 55 employees, our head office is located in Amsterdam. Our operations impact 3 million people and extend to vulnerable communities globally, with a current focus on Bangladesh and Ethiopia, and plans to expand further into sub-Saharan Africa, specifically Burundi.

### **The Way We Work:**

Our programs, serve as a 'Impact lab,' developing and scaling innovative solutions in safe water, sanitation, hygiene (WASH), nutrition, food security, and maternal health, all with the ultimate goal of improving child health. We support entrepreneurs to play a key role in providing solutions to the complex challenges faced by children, their families and their communities. With evidence and learnings from our integrated solutions, we influence the development sector and governments to apply them on a broader scale, tackling problems from multiple angles.

### **Max Foundation Ethiopia**

Max Foundation is active in Ethiopia since 2020 and currently has a team of 14 FTE. The Ethiopian office, currently merely overseeing national programmes, will be gradually taking up regional responsibilities. The regional office will also be part of the Max Foundation international organization with headquarters in the Netherlands, with a common vision, mission and strategy.

### **The role**

The Business Development & Communication Officer is key to the organization's growth and success. Your main responsibility is building new partnerships in Ethiopia and East Africa, maintaining relationships with active donors (Institutional and foundations) and attracting new donors. You'll directly report to the Country/regional director of Max Foundation and will work closely together with the rest of the Max Business development team in the Netherlands, Bangladesh and Ethiopia. You will also be responsible for developing and implementing communication activities with the aim of positioning Max Foundations on relevant (social media) platforms and events.

### **Responsibilities are twofold**

#### **A. Communication**

- Develop, maintain and execute communication plans for various target audiences.
- Develop and deploy communication tools, newsletters, videos and other resources.
- Customize communication messages to the target groups and for various media, e.g. online channels.
- Give support to business development through marketing & communications
- Responsible for public relations, generating publicity and handling the media.

## **B. Business development**

- Contribute to a plan for the cultivation and stewardship of international foundations and institutional donors in Ethiopia and East Africa
- Co-create with multidisciplinary teams a suite of fundraising propositions for international foundations and institutional donors.
- Build partnerships with private sector, INGO and knowledge institutes in the region
- Identify new business opportunities for foundations and institutional donors and make relevant connections.
- Write inspiring and engaging proposals and applications to secure support.
- Represent and 'sell' Max Foundation at donors, events, meetings etc

### **Profile:**

You will need to be able to combine a talent for communication and building relations with excellent network skills and translate plans into action (Thinking, Sharing and Acting)

### **Essential characteristics**

- A minimum of 5 years of relevant work experience in Business Development and Public Relations and/or Communication in Ethiopia with a large network in the region.
- Master's degree or equivalent level education.
- Possesses English proficiency at a professional level (verbal and written)
- Charismatic relationship manager with guts and strong interest in motivating and inspiring others.
- You are a self-starter and proactive, creative, a networker, sharp negotiator, excellent in building and managing relationships and representative.
- Your excellent communication and networking skills
- You have an active and for Max Foundation relevant network and experience in the region
- Proven track record in researching, writing and securing income through the development of creative proposals.
- Understands the key factors for success for Business Development
- Attention to detail and integrity are important for this position.
- Intercultural sensitivity and communication skills

### **We Offer:**

A fantastic job opportunity with a dynamic, ambitious, and innovative NGO and a competitive salary.

### **Application:**

If you are interested in a really challenging job in a dynamic organization where everyone works with their heart and head to achieve maximum impact – saving as many children's lives as possible – then send your written application, together with a curriculum vitae, no later than 20th of December, to: [askalemariam@maxfoundation.org](mailto:askalemariam@maxfoundation.org) regarding vacancy/Business Development & Communication Officer. For more information please go to [www.maxfoundation.nl](http://www.maxfoundation.nl).