



WELLSPRING IS HIRING!
PARTNERSHIPS LEAD
RWANDA



ABOUT WELLSPRING

Wellspring believes every child deserves an education that nurtures their full vibrant potential, and that children thrive when the whole school community rallies together to nurture and educate their children.

OUR DREAM

A compassionate, creative, and courageous generation, shaping a vibrant and peaceful future.

OUR PATH

We equip school communities to nurture children's character, intellect, and wellbeing — helping children in Rwanda and East Africa to thrive.



Wellspring is at an exciting and visionary stage in its journey. Established as a Canadian charitable organization in 2004 and registered as an international NGO in Rwanda since 2008, Wellspring has over 20 years of credible experience supporting children's education through the provision of training and coaching for teachers, leaders, parents, community members and teacher trainers across Rwanda. As an integrated global team with leadership now based in Rwanda, we are setting ourselves on course to establish Wellspring as a thriving and sought after hub of educational expertise and professional development opportunities for educators in Rwanda and across East Africa, focused on seeing children thrive with skills and knowledge for their wellbeing, character, resilience.

Our new strategic plan and vision sees us craft a much more vibrant brand, broaden our community of partners, and increase revenue through more personal & relational fundraising, corporate giving, a strengthened grant program, establish global and local educational connections, and rallying communities together in support of children's education. We are in exciting times, and this role is a key part of the team that will craft the way ahead.



TITLE	PARTNERSHIPS LEAD, RWANDA
REPORTS TO	International Director of Strategic Development and Partnerships (Canada)
MATRIX REPORTING	Executive Director (Rwanda)
WORKS CLOSELY WITH	Communications and Public Relations Coordinator Education Program Lead Development Team Director of People and Culture / Rwanda Country Manager
POSITION LOCATION	Kigali, Rwanda
EMPLOYMENT CATEGORY	Full-Time (Part-Time Arrangement Negotiable) Two-Year Contract (Renewable)

JOB SUMMARY

The Rwanda Partnerships Lead is a dynamic, strategic and creative role within Wellspring's team, and plays a pivotal role in Wellspring's strategic priority of rallying wider community support for children's education and wellbeing, and raising awareness of Wellspring among an expanded external audience in Rwanda and into East Africa.

The Rwanda Partnerships Lead will manage Wellspring's partnership development, fundraising, and external engagement across Rwanda and the East Africa region. This role serves as a key public-facing representative of Wellspring, working closely with the Executive Director in Rwanda to cultivate and manage relationships with strategic partners, corporates, foundations, donors, government stakeholders, churches, as well as educational partners, in collaboration with the Communications and PR Coordinator. Oversight, accountability and coaching will be provided by the International Director of Strategic Development and Partnerships in Canada.

The Rwanda Partnerships Lead will be comfortable and confident with a range of stakeholders, responsible for identifying, nurturing, and stewarding philanthropic opportunities in the region; supporting grant proposals and reporting; strengthening partnerships; and advancing corporate giving and institutional engagement. This role plays a critical part in Wellspring's long-term sustainability.



REGIONAL FUNDRAISING AND PHILANTHROPIC DEVELOPMENT

- Lead and grow Wellspring's fundraising activities within Rwanda and East Africa, aligned with organizational strategy.
- Identify, scope, and cultivate philanthropic opportunities including individuals, corporates, foundations, trusts, and regional donors.
- Build and manage a regional donor and prospect pipeline, with clear cultivation and stewardship plans.
- Work closely with the Executive Director on high-level donor engagement and relationship management.
- Report to and collaborate with the International Director of Strategic Development and Partnerships to ensure regional fundraising integrates with global strategy and systems.

CORPORATE PARTNERSHIPS AND PRIVATE SECTOR ENGAGEMENT

- Drive the development of corporate giving and partnerships within Rwanda & East Africa.
- Identify and engage potential corporate partners aligned with Wellspring's mission & values.
- Develop tailored partnership concepts, proposals, and stewardship approaches in collaboration with Communications and Development teams.
- Manage and grow existing corporate relationships to ensure mutual value and long-term partnership.

GRANTS, INSTITUTIONS, AND GOVERNMENT RELATIONS

- Research, cultivate, pursue and support grant opportunities from regional foundations, institutions, and international funders operating in East Africa.
- Collaborate closely as part of the global Development team on grant research, proposal development, and reporting.
- Support and strengthen relationships with government ministries, districts, and education authorities, including the development and management of MOUs.
- Represent Wellspring in relevant government, donor, and sector forums alongside the Executive Director.
- Contributing to grant reporting as part of a team, coordinating submissions or taking a lead writing role when required.

PARTNERSHIP STRENGTHENING AND MANAGEMENT

- Strengthen and steward existing, evolving and new partnerships with implementing partners, NGOs, education networks, and strategic collaborators.
- Support partnership design, implementation alignment, and ongoing relationship management.
- Represent Wellspring externally at meetings, events, conferences, and sector convenings to increase visibility, credibility, and influence.



VISIBILITY & EXTERNAL ENGAGEMENT

- Working closely with the Communications & PR Coordinator, plan and oversee the implementation of public relations strategy to improve Wellspring's brand awareness in Rwanda and contribute to advocacy initiatives.

HOSTING VISITORS & SHOWCASING WELLSPRING'S WORK

- Vision Trips: craft engaging itineraries and serve as the main host and/or coordinator for our international visitors (Vision Trips, churches, schools, major donors) in collaboration with Logistics and Operations colleagues.
- Oversee and facilitate visits to partner schools and program activities with major stakeholders in Rwanda, serving as the primary point person for these visits.

PROJECT COORDINATION & STRATEGIC SUPPORT

- Project manage partnership-related projects, including but not limited to Miles for Education, ensuring results through clarity of roles, timelines, and commitments.
- Provide input into strategic planning related to regional growth, partnerships, and sustainability.
- Work cross-functionally with Programs and Communications teams to ensure alignment between funding, delivery, and storytelling.

CHILD SAFEGUARDING

- Ensure all fundraising, partnership, and external engagement activities uphold ethical standards and Wellspring's Child Safeguarding Policy.

CULTURE & TEAM

- Model Wellspring's Christ-centred values, servant leadership, and commitment to dignity and justice.
- Contribute positively to team culture, collaboration, and spiritual rhythms.
- Craft, agree and be held accountable by appropriate lead and lag KPIs and performance objectives that support professional and personal growth, contribute to Wellspring's strategic goals, team targets, and provide for a work environment that is motivating and enjoyable.
- Undertake any other professional duties which may reasonably be delegated by Wellspring's leadership in support of our mission and strategic plan, including contributing technically to other projects or programs.
- Take part in team retreats as well as both team and personal professional development opportunities.



QUALIFICATIONS AND EXPERIENCE

- Master's degree in International Development, Public Administration, International Relations, Business Administration, or related field (Bachelor's degree with substantial experience may be considered). A Bachelor's degree with strong experience in business development will be considered.
- A project management qualification is an asset.
- Minimum 3–5 years of progressive experience in partnership development, business development, or resource mobilization within Rwanda or East Africa.
- Proven track record of securing major funding. (required)
- Experience cultivating and stewarding relationships with partners and donors. (required)
- Experience with community-based NGOs or education-focused initiatives (desirable).

SKILLS AND COMPETENCIES

- Strong relational, communication, influencing, & diplomacy skills, with the ability to engage senior leaders, corporate executives, and government officials.
- Proven ability to identify and develop a pipeline of new opportunities and partnerships.
- Strong organizational, coordination and project management skills.
- Proposal writing.
- Event coordination and management.
- Ability to work with digital work tools (CRM, project management tools, Google workspace)

PERSONAL QUALITIES AND BEHAVIOURS

- Alignment with and affirmation of Wellspring's Christian faith foundation and organizational values.
- Demonstrated alignment with Wellspring's vision, mission, values, and philosophy of relational fundraising and asset-based development.
- Strong fit with Wellspring's organizational culture and servant-hearted leadership, with demonstrated cross-cultural skills, emotional intelligence, and a highly relational team player.
- Ethics, a high level of integrity and a commitment to confidentiality.
- Accountability, dependability and time management.
- Commitment to continuous improvement.
- Fluency in English and meets legal requirements to work in Rwanda.





WHAT WE OFFER

- A collaborative, mission-driven, and values-centred team culture.
- Competitive local compensation package, commensurate with experience.
- Professional development, coaching, and growth opportunities.
- Medical insurance for staff and dependents.
- Group Life Insurance.
- Annual leave, all Rwandan public holidays, and Lieu time (TOIL).
- Annual work prayer & retreat days.

WORKING CONDITIONS

- Ability to provide a clear criminal background check in line with Wellspring's Child Safeguarding Policy, as well as undertaking regular briefings and training.
- Based in Kigali, Rwanda, with regular travel within Rwanda and occasional regional travel.
- An open-plan office environment, with flexible working arrangements available.
- Regular collaboration across time zones with colleagues in Canada.
- Occasional work requirements outside of traditional hours or at weekends for special projects such as PR events or visits from international guests..
- Attention to detail required while subject to multiple interruptions
- Manage multiple priorities and meet tight deadlines.





TOGETHERNESS

WE ARE STRONGER WHEN WE COME TOGETHER

We will work in community, knowing that we are at our best when we work as one.



COURAGE

WE TAKE BOLD STEPS FOR LASTING CHANGE

We will take bold steps, act courageously, and choose love over fear as we pursue transformation that will last for generations.



POTENTIAL

WE BELIEVE IN EACH PERSON'S UNIQUENESS AND CAPACITY FOR GROWTH

We will choose to see and unlock the treasure in each other and in every child, adult, and community we serve.



GENEROSITY

WE SERVE WITH OPEN HEARTS AND OPEN HANDS

We will choose generosity as we steward the time, resources, talents, and treasures entrusted to us.



JOY

WE CREATE JOYFUL SPACES WHERE EVERYONE CAN FLOURISH

We will be playful and curious in all we do, creating joy-filled environments that spark creativity and innovation.





HOW TO APPLY

Please email:

- a PDF version of your **cover letter** (no longer than one page) explaining your motivation and suitability to this role,
- a PDF version of your **CV** or resumé (not longer than 3 pages),
- a PDF version of your **statement of faith*** (no longer than one page),
- a link to a 1-minute video message explaining your interest and what you will bring to this role.

in English to libby@thewellspringfoundation.org and copy rwrecruitment@thewellspringfoundation.org.
Please put 'RW Partnerships' in the subject line.

We value authenticity and we want to get to know you – and so we encourage you to share your own words in your application document, rather than those of AI.

**A statement of faith should describe your Christian faith and how it is relevant to your involvement with Wellspring.*

Deadline for Applications: Sunday 25th October 2026 at midnight (CAT).

The selection process will include an in person interview, an online interview with Canada, and a practical task.
Start Date: November/December 2026

Wellspring values and encourages diversity, striving to be equitable and non-discriminatory in all our activities to ensure children have access to quality education in Africa. We will implement policies that respect the inherent worth and dignity of those we engage with and promote equity, diversity, and inclusion.

We thank all candidates for their interest in working with the Wellspring Foundation for Education, but due to large numbers of applications, only successfully shortlisted applicants will be contacted.

