



VACANCY ANNOUNCEMENT – FUNDING & PARTNERSHIP OFFICER

Location: LSETF, HQ, Lagos Nigeria

Position: **Funding & Partnership Officer**
Industry: **Government**
Job Type: **Full Time**

About LSETF

Lagos State Employment Trust Fund (LSETF) was established to provide financial support to residents of Lagos State, for job, wealth creation and to tackle unemployment. LSETF serves as an instrument to inspire the creative and innovative energies of all Lagos residents and reduce unemployment across the State. The Fund has the mandate to help Lagos residents grow and scale their Micro Small and Medium Enterprises (“MSMEs”) or acquire skills to get better jobs through its three programmes; the Employability Support Programme, the Lagos Innovates Programme and the Loan Programme.

Job title:	<i>Funding & Partnership Officer</i>
Reports to:	Head, Funding & Partnership

Job purpose

Assisting to facilitate and implement initiatives to attract funding and strategic partnerships, overseeing fundraising efforts, building strong and successful relationships, maintaining communications with donors and patrons and collaborating with staff to effectively execute fundraising events.

Duties and Responsibilities:

- Identify partnership engagement opportunities and build on the partnership engagement work plan in coordination with the Director of Strategy, Funding, and Stakeholder Management
- Support continued donor mapping to identify and quantify the most significant high-return funding prospects in line with LSETF's strategic objectives
- Develop grant and funding proposals for multilateral and bilateral donors, Trusts Foundations, and corporate partners, including coordinating the production of supporting documentation.
- Carry out additional research for significant proposals, proofread, edit, or review proposals
- Provide information on donors and their priorities and research and advise on new funding opportunities
- Develop relevant partnerships' communications aligning LSETF's impact to funders' focus.
- Match potential partners/funders with programmes and devise short, medium, and long-term engagement plans for key funders, in consultation with colleagues.

- Coordinate and lead on proposal delivery as assigned, including joint development of budgets.
- Coordinate and lead on partnerships report delivery

Qualifications & Experience:

- ✓ First degree or Higher National Diploma certificate (minimum of lower credit) in social sciences from a recognized higher institution. A post-graduate degree or professional qualifications will be an added advantage
- ✓ Minimum of 4 years' cognate experience in related function.
- ✓ NYSC discharge certificate is mandatory

Key Competences:

Knowledge, Skills and Abilities required for the role:

- ✓ Foundation relationship and grant writing experience
- ✓ Customer Service & Relationship Management Skills
- ✓ Organization and Planning
- ✓ Business Acumen
- ✓ Communication Skills
- ✓ Business Writing; Presentation and Report Writing
- ✓ Analytical and Problem-Solving Skills

Method of Application

Please send all CVs to careers@lsetf.ng before close of business on **Tuesday, January 21, 2025** stating the position in the subject. Only shortlisted candidates will be contacted.

We are NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our [privacy policy](#)