



# GETCARE FOUNDATION

## Fellowship & Partnerships Lead

**Job Reference No.: GCF-FPL-2026-01**

### About GetCare Foundation

GetCare Foundation is a mission-driven development organization working to strengthen food systems, restore landscapes, and improve rural livelihoods through practical, scalable solutions.

The Foundation operates at the intersection of agriculture, environment, and economic development, combining field implementation with knowledge development and collaborative engagement.

As part of expanding learning and collaboration initiatives, GetCare Foundation is launching the **GetCare Global Fellowship Program** — a structured platform connecting students and professionals to real-world development practice.

To coordinate this program effectively, the Foundation is seeking a Fellowship & Partnerships Lead.

### Position Title

Fellowship & Partnerships Lead

### Location

Flexible (Ghana preferred)

### Engagement Type

Part-time leadership role

### Reports To

Executive Director

### Role Summary

The Fellowship & Partnerships Lead coordinates the GetCare Global Fellowship Program and supports institutional engagement.



This role focuses on participant coordination, communication, onboarding, and outreach to universities and partner institutions. The position ensures fellows are organized, informed, and meaningfully engaged while helping the Foundation build a structured learning and collaboration network.

## **Key Responsibilities**

### **Fellowship Coordination**

- Manage fellowship applications and communication
- Organize onboarding and orientation sessions
- Support fellows throughout participation
- Maintain structured communication channels
- Track participation and engagement

### **Outreach & Partnerships**

- Engage universities and student groups
- Organize virtual information sessions
- Respond to institutional enquiries
- Support placement and collaboration discussions

### **Program Support**

- Coordinate cohort schedules
- Assist with documentation and records
- Identify engagement improvements
- Support smooth program operations

## **Performance Indicators**

Success in this role will be assessed by:

- Active fellowship cohorts running smoothly
- Timely communication with participants



- Organized onboarding and orientation sessions
- Growing institutional engagement
- Reduced coordination load on the Executive Director

### **Required Qualifications & Experience**

- Bachelor's degree (any relevant discipline)
- Experience coordinating activities, events, or student groups
- Comfort communicating with diverse audiences
- Ability to organize and follow through tasks

### **Skills & Competencies**

- Clear communication
- Organization and planning
- Initiative and reliability
- Relationship building
- Practical problem-solving

### **Personal Attributes**

We are looking for someone who:

- Takes ownership
- Communicates proactively
- Is comfortable working with people
- Follows through consistently
- Is interested in building systems, not just participating in them



## What Success Looks Like in the First 3 Months

- First fellowship cohort recruited and onboarded
- Information sessions organized
- Communication structure functioning smoothly
- Initial institutional contacts established

## Compensation

This role includes a monthly stipend appropriate for a part-time leadership position, with growth as the program expands.

## How to Apply

Send the following to:

 [fellowship.global@getcaringfoundation.org](mailto:fellowship.global@getcaringfoundation.org)

**Subject:** Fellowship Lead Application – [Your Name]

1. CV (max 3 pages)
2. Short responses to the questions below:
  - Why do you want to help build a fellowship program rather than only join one?
  - Describe an initiative or activity you personally coordinated.
  - How would you invite 50 students to an information session within one week?
3. A 2-minute voice note introducing yourself

Include answers in the email body

## Selection Process

Shortlisted applicants will complete a short practical task and a brief conversation.

## Equal Opportunity

GetCare Foundation values initiative, reliability, and commitment to meaningful impact.