

<b>Job Title:</b>	<b>Shareholder Relations Officer</b>	<b>Reports to</b>
<b>Grade:</b>	S5	❖ Chief Finance Officer
<b>Location:</b>	Nairobi, Kenya	

### Job Purpose:

The Shareholder Relations Officer (SRO) is responsible for (i) managing communication and relationships between the organization and its shareholders, (ii) Support equity capital mobilisation strategies and (iii) ensure capital collection targets are met as guided by the strategic plan.

This role involves ensuring transparency, maintaining trust, and fostering a positive relationship with shareholders through effective communication, timely reporting, addressing shareholder inquiries and equity capital mobilisation. The SRO will collaborate with senior executives, legal teams, and financial departments to align shareholder communication with organizational objectives and regulatory requirements.

### Key Responsibilities

#### 1. Shareholder Communication

- Act as the primary point of contact for shareholders.
- Draft and distribute shareholder letters, reports, and updates on institutional performance.
- Respond to shareholder inquiries in a timely and professional manner.
- Manage investor database to ensure that information is up to date.
- Build and maintain strong relationships with shareholders.

#### 2. Stake Holder Engagements

- Liaise with the Communication department to organize investor events, roadshows, and other engagement opportunities with shareholders and member countries' Minister of Housing and Finance to market Companys Affordable Housing Agenda.
- Arrange Bilateral side meetings with the shareholders during the Companys AGM, in Members countries and during any other global event forum.
- Support the Company Secretary team in the Annual General meeting preparation including logistical matter as may be determined and assigned by the AGM Organising committee.

### **3. Equity Mobilisation and Capital Collections**

- Ensure equity collections from existing shareholders and track fulfilment of shareholder obligations to ensure annual capital collections targets are met. As well as to advise of challenges and proposed mitigation plans to Management.
- Engage Shareholders to ensure annual budgetary provisions for capital calls due each financial year are included.
- Prepare documentation- (i.e. Info memorandum, concept note, teasers, etc) for country membership expansion in Africa and Non-African States and Institutions.
- Prepare presentations to investors to clearly articulate the Investor Value Proposition,
- Support and coordinate various initiatives for equity mobilisation strategies across all class of shareholders, including potential Shareholders as guided by the Company Strategic Plan.

### **4. Governance, Compliance and Reporting**

- Maintain accurate records of shareholder communications and transactions.
- Stay updated on relevant corporate governance practices and regulations.
- Provide recommendations to improve shareholder relations strategies and compliance adherence.
- Work with Finance Department to ensure accurate reconciliation and timely update of Shareholder statements of accounts.

## **Qualifications, Experience/Skills and Attributes/Competencies**

### **Academic Qualifications**

Bachelor's degree in business administration, Finance or related field.

### **Experience/Skills**

- Six (6) years proven experience in shareholder relations, investor relations, equity mobilisation, or a similar role in a Development Finance Institution. (DFI)
- Strong written and verbal communication skills.
- Ability to explain financial data and corporate strategies clearly to diverse audiences.
- High diligence and organizational skills.
- Proficiency in using communication and data management tools.
- Proficiency in both in English and French is preferred

### **Behavioural Attributes/Competencies**

- Professional demeanour with excellent interpersonal skills.
- Proactive problem-solving and ability to handle sensitive situations diplomatically.
- Capacity to work under pressure and meet tight deadlines.
- Self-driven and result oriented

Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae to the following address:

[hr@shelterafrique.org](mailto:hr@shelterafrique.org).