

<b>Job Title:</b>	Head, Communications & Partnerships
<b>Reports to:</b>	Executive Director
<b>Location:</b>	Lagos, Nigeria
<b>Employment:</b>	Full Time
<b>Remuneration:</b>	Provided Upon Shortlisting
<b>Closing Date:</b>	Friday, March 8, 2019

The African Philanthropy Forum (APF) is a strong and vibrant community of partners who, through their strategic giving, investments and influence, foster shared prosperity on the African continent. Through its resources and high impact convenings across the Continent and beyond, APF raises awareness about the important role that strategic philanthropy can play in society. It is committed to creating an enabling environment to transform the culture of giving on the Continent to the extent that it exceeds development aid by 2030. To date, it has reached approximately 1,500 stakeholders in eleven African countries including Cameroon, Egypt, Ethiopia, Ghana, Kenya, Morocco, Nigeria, Rwanda, South Africa, Tanzania and Uganda. For more information, visit [africanpf.org](http://africanpf.org).

APF is currently seeking to engage a dynamic, passionate, result oriented and self-motivated individual to fill the position of Head, Communications & Partnerships to manage strategic relationships and APF's brand identity as the premiere network of philanthropists driving homegrown development on the continent.

**Responsibilities:**

- Develop, implement and evaluate an integrated, strategic communications plan [media relations, social media, events, communication collateral] annually
- Lead the generation of engaging content for APF's social media and online platforms
- Manage the development, distribution, and maintenance of all print and electronic publications including, but not limited to, newsletters, brochures, annual reports and website
- Develop and implement a global partnership strategy aligned with and contributing to overall APF strategic objectives
- Build and nurture external relationships with stakeholders
- Develop and implement a strategic plan to grow APF membership base and strengthen membership engagement
- Develop, coordinate and organize high impact events and conferences that engage the APF network
- Develop budgets and operating plans for events
- Track and measure the level of engagement within the APF network
- Serve as spokesperson for the organization in the absence of the Executive Director
- Support the Executive Director in developing and overseeing long term strategies
- Oversee any other tasks that may emerge as a result of the growth of the organization

**Qualifications & Experience**

- A Bachelor's degree in social sciences, or related field
- A Master's degree or relevant professional certification will be an added advantage
- Significant professional knowledge and experience in development sector

- A minimum of 7+ years experience in communication and information management, marketing and/or PR, with at least 3 years in a managerial role. Prior experience in the area of philanthropy will be an advantage
- Excellent writing/editing and verbal communication skills
- Good knowledge of media analysis & monitoring tools
- Proven ability to skilfully develop and manage relationships with a diverse audience
- Proven- ability to manage a variety of key initiatives across locations concurrently
- Demonstrable experience of dealing with the media (print, broadcast, social and digital)
- Ability to speak French will be an added advantage

### **Skills & Competences**

- Self starter, entrepreneurial and able to work as part of a team and independently
- Ability to work in a start-up, fast-paced environment and handle unexpected events
- Ability to work collaboratively with all stakeholders
- Commitment to high integrity, ethics and professionalism
- Commitment to excellence and experience in leading others to new levels of effectiveness and impact
- Proficiency in the use of graphics or publishing software
- Good time-management and organizational skills
- A result-oriented person passionate about making a real impact and change in Africa and naturally driven by that pursuit

### **Attitude**

- Commitment to the organization's mission and vision
- Energetic, proactive approach to work
- An enterprising attitude that is quick to search out alternative solutions to needs or challenges
- Exhibits a helpful behaviour beyond strict job requirements
- Flexible, positive attitude towards working in a small but growing organization
- Confident

### **Note:**

The roles and responsibilities outlined above are not exhaustive. Employee will be working in a highly flexible environment and is expected to carry out any other related duties that are within the employee's skills and abilities as appropriate.

Interested candidates should send their applications and CVs along with three reference and a cover note with the subject line indicating Head, Communications & Partnerships to [vacancies@africanpf.org](mailto:vacancies@africanpf.org). Deadline for submission of application is Friday, March 8, 2019. Please note that only shortlisted applicants will be contacted.