

<b>Job Title:</b>	Operations Manager
<b>Reports to:</b>	Executive Director
<b>Location:</b>	Lagos, Nigeria
<b>Employment:</b>	Full Time
<b>Remuneration:</b>	Provided Upon Shortlisting
<b>Closing:</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 Operations Manager.

**Responsibilities:**

- Provide financial oversight of organizational operations with a focus on delivering on financial goals
- Design, implement and communicate strategy for operational management and project development to meet agreed organizational goals within budgets and timelines
- Establish and maintain appropriate systems and processes for measuring impact
- Oversee the day-to-day operations of the organization
- Prepare regular reports on the performance of the organization
- Ensure compliance with all legal obligations
- Develop and manage a portfolio of existing and prospective donors to generate revenue for implementing APF’s strategic objectives
- Create templates and processes for grants proposals enabling APF to initiate partnerships of its own
- Review RFPs and write proposals to potential partners and donors for fundraising purposes
- Set and manage performance targets of teams, ensuring staffing levels are met and professional management standards are adhered to while maintaining working knowledge of the organization's policies and regulations
- Coordinate with different departments for timely support for program and project implementation
- Support the Executive Director in developing and overseeing long term strategies
- Overseeing any other tasks that may emerge as a result of the growth of the organization

**Qualifications Required:**

- A University degree in management or a related field
- A Master’s degree in Public Administration, Developmental Studies, or MBA will be an added advantage
- Minimum 7+ years of relevant progressive leadership experience with at least 3 in a significant

supervisory position in a growth-oriented organization

- Evidence of strong fundraising and funds management skills
- Demonstrated ability to develop and maintain donor relationships
- Demonstrated skills in leading diverse work teams and implementing operational and managerial processes
- Broad knowledge and experience in organization development and people management
- Ability to operate effectively both as part of a team and independently
- Outstanding interpersonal skills, including above average oral and written communication skills and the ability to communicate and manage well at all levels of the organization
- Knowledge of principles and practices of modern management and administration
- Skill in planning, organizing, directing and coordinating a wide variety of activities; developing implementing and communicating policies and procedures; analyzing data, making sound recommendations and adopting effective causes of actions
- Ability to handle sensitive donor, programmatic and financial information discreetly

### **Skills & Competences**

- A commitment to the organization's mission and vision
- Entrepreneurial and innovative approaches to opportunity development
- Ability to work in a start-up, fast-paced environment and handle unexpected events
- Willingness to work on a flexible schedule and travel as required
- Commitment to high integrity, ethics and professionalism
- Strives for excellence and experience in leading others to new levels of effectiveness and impact
- A result-oriented person passionate about making a real impact and change in Africa and naturally driven by that pursuit
- Excellent time-management and organizational skills
- Ability to work well under pressure and prioritize competing tasks

### **Attitude**

- Energetic, proactive approach to work
- An enterprising attitude that is quick to search out alternative solutions to needs or problems
- 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 Operations Manager 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.