

Job Title:	Head, Partnerships & Communications
Reports to:	Executive Director
Location:	Africa
Employment:	Full Time
Remuneration:	Provided Upon Shortlisting

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 19,000 stakeholders in thirteen African countries including Cameroon, Cote d'Ivoire, Egypt, Ethiopia, Ghana, Kenya, Malawi, Morocco, Nigeria, Rwanda, South Africa, Tanzania and Uganda. For more information, visit africanpf.org.

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

Responsibilities:

- Lead APF's local and international partnerships by developing a robust partnership strategy and plan for APF initiatives, and a funding diversification strategy
- Establish and steward high-stakes programmatic partnerships, including philanthropy, government, corporate, and social organizations
- Research, analyze and generate insights on the ecosystem of potential partners
- Implement and monitor annual development plan and strategy for organizational fundraising efforts including major gifts, foundation and corporate support, and signature events
- Support the Executive Director in communicating impact to external stakeholders through updates, presentations, site visits and donor meetings
- Develop and implement a strategic plan to grow APF membership base and strengthen membership engagement
- 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
- Develop and implement a global partnership strategy aligned with and contributing to overall APF strategic objectives
- Build and nurture external relationships with stakeholders
- Develop, coordinate and organize high impact events and conferences that engage the APF network
- 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 and advanced degree in social sciences, public policy, international development or related field
- 5-7 years of relevant work experience in international development, partnership development, with at least 3 years in a managerial role communicating with C-Suite clients and success in individual and foundation fundraising. Prior experience in the area of philanthropy will be an advantage
- Significant professional knowledge and experience in the development sector
- Experience developing and managing complex partnerships with leading international institutional funding partners, private and family foundations
- Strong relationship management skills, including high-touch stakeholder engagement and the ability to work effectively across cultures
- Exceptional written and verbal communication skills, including excellent PowerPoint presentation skills, and strong analytical capabilities
- Creative strategic entrepreneurial thinker and problem solver
- Experience managing corporate communications
- Good knowledge of media analysis & monitoring tools
- 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 behavior 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, Partnerships and Communications to vacancies@africanpf.org by Friday, February 5, 2021. Please note that only shortlisted applicants will be contacted.