

Job Title:	Head of Membership
Reports to:	Executive Director
Location:	Africa
Employment:	Full Time
Remuneration:	Provided Upon Shortlisting
Closing:	Friday, February 11, 2022

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 2,500 stakeholders in fourteen African countries including Cameroon, Cote d'Ivoire, Egypt, Ethiopia, Ghana, Kenya, Malawi, Morocco, Nigeria, Rwanda, South Africa, Tanzania, Uganda and Zimbabwe. 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 of Membership.

RESPONSIBILITIES

Lead the overall strategy, implementation, and evaluation of APF's membership recruitment, retention, and engagement efforts. These include but are not limited to the following responsibilities:

1. Provide strategic advice on analyzing member engagement and coordinate APF's member recruitment, engagement and growth strategies.
2. Create evaluative frameworks that help the organization understand its impact and guide short- and long-term strategic goals for members.
3. Organize networking events and take ownership of activities to promote network cohesion.
4. Serve as a resource to the Board in their recruitment and engagement efforts.
5. Work with colleagues across the organization to ensure that APF's programming and communication activities support its member engagement goals.
6. Meet with and hold exploratory calls with potential new members, lead membership processing and renewals, conduct member surveys, maintain membership database and prepare membership reports.
7. Serve as a key resource to members and respond to member requests for assistance, research, or information and inquiries around membership.
8. Manage the design of programs and activities that supports members.
9. Support the coordination of outgoing communication to members which include social media content, curating publications, and managing the Members Corner on APF's website.
10. Ensure that members are aware of and accessing learning and development opportunities.
11. Provide support for other areas of APF's work towards achieving its vision.

Qualifications Required:

- Master's degree in social sciences or related discipline
- At least 5+ years of related professional experience with increasing leadership responsibility.
- Understanding of the nonprofit sector and philanthropic landscape across Africa.
- Experience working with and managing partners across countries.
- Experience planning, organizing and executing professional events.
- Ability to speak French is an added advantage.

Skills & Competences

- A commitment to APF's mission and vision.
- Ability to organize and manage competing, complex projects with high attention to detail and excellent follow-through.
- Excellent written and oral communication skills that demonstrates the ability to listen to others, convey information clearly, accurately, logically and concisely to meet the needs of the audience.
- 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.
- Global mindset: openness to and awareness of cultural and geographic diversity.
- Skill in working with a diverse population, and exercising discretion with confidential or sensitive information.
- Experience in successfully and sensitively facilitating complicated relationships with high-profile individuals and organizations.
- Experience in a membership organization or network is critical.
- Exemplary customer service orientation.
- Orientation toward practical problem solving that incorporates diverse sources of information.
- Ability to work in a start-up, fast-paced environment and handle unexpected events.
- Flexibility and ability to adapt to shifting organizational demands and priorities.
- Willingness to work on a flexible schedule and travel as required.
- Commitment to high integrity, ethics and professionalism.
- Collaborative and team oriented.
- Exceptionally strong computer skills and quick learner.

Attitude

- A self-starter who enjoys researching and generating new ideas.
- 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 references and a cover note with the subject line indicating Head of Membership to vacancies@africanpf.org. Deadline for submission of application is Friday, February 11, 2022. Please note that only shortlisted applicants will be contacted.