



# Communications and Membership Manager

October 30, 2023



African  
Philanthropy Forum



## About African Philanthropy Forum

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 3000 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 [www.africanpf.org](http://www.africanpf.org).



# The Role

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**Role:** Communications and Membership Manager

**Location:** Africa (East & Southern Africa will be prioritized)

**Travel:** Significant (70%)

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APF is seeking a dynamic, passionate, result oriented and self-motivated individual to fill the position of Communications and Membership Manager.





# Responsibilities

## Communications

- Develop, implement, and evaluate an integrated, strategic communications plan, media relations, social media, events and communication collateral annually
- Manage APF's brand as a leader within the philanthropic space and develop relationships with key media outfits to secure and grow media coverage both online and offline, and ensure maximum publicity for the APF brand
- Oversee and maintain all aspects of APF's online and offline presence including website design and maintenance, press releases, content generation, editing, as well as the creation and management of various communication materials such as social media posts, blogs, e-newsletters, and print/electronic publications
- Create promotional and informational materials for both internal and external outreach efforts, including the production of performance and impact reports
- Track and measure the level of engagement within the APF network
- Support the Executive Director in communicating impact to external stakeholders through updates, presentations, site visits, and donor meetings



# Responsibilities

## Membership

- Implement APF's membership growth plan to increase membership base
- Manage recruitment, engagement and retention of APF members
- Create and disseminate periodic newsletters to inform members of developments and opportunities in the philanthropic community
- Develop case studies and produce podcasts to showcase the impact of APF members and network
- Organize bi-monthly Members Circle meetings

## General

- Support the Executive Director in developing and overseeing long term strategies
- Oversee any other tasks that may emerge as a result of the growth



## Required Skills and Qualifications

### Qualifications & Experience

- A Bachelor's and advanced degree in social sciences, public health, public policy, international development or related field
- 5 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

### 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
- Demonstrate experience of dealing with the media (print, broadcast, social and digital)
- Proven-ability to manage a variety of key initiatives across locations concurrently
- 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



## Required Skills and Qualifications

### 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 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.



## How to Apply

Interested candidates should send their applications and CVs along with three references and a cover note with the subject line indicating Communications and Membership Manager by October 30, 2023 to [vacancies@africanpf.org](mailto:vacancies@africanpf.org). Please note that only shortlisted applicants will be contacted.