

Philanthropy  
Forum

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Communications Manager



## 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 3500 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 Manager

**Reports to:** Executive Director

**Location:** Lagos, Nigeria

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





## Responsibilities

- Develop, implement, and evaluate an integrated, strategic communications plan, including media relations, social media, events, and communication collateral annually.
- Assess APF's communications needs and prioritise key areas of focus.
- Manage and maintain APF's brand positioning as a thought leader within the philanthropy ecosystem.
- Build and maintain relationships with members, partners, and key stakeholders.
- Identify and leverage opportunities to communicate effectively with the APF Community.
- Handle public inquiries and provide strategic advice on sensitive communications issues.
- Lead the design, content generation, and maintenance of APF's website and social media platforms
- Develop a broad range of communications to promote APF's activities.



## Responsibilities

- Oversee content gathering, development, and posting for social media platforms, blogs, and e-newsletters.
- Manage the production and distribution of print and electronic publications.
- Develop promotional and informational materials where applicable.
- Cultivate relationships with key media outlets to secure and grow coverage online and offline.
- Research and write press releases, coordinate press conferences, and plan events to maximize publicity.
- Monitor and evaluate media engagement performance and impact.
- Produce reports summarizing performance metrics and the impact of communication efforts for internal and external audiences.
- Provide timely updates on campaign results and adapt strategies as needed for effectiveness.
- Carry out tasks that may emerge due to APF's strategic direction and growth.



## Required Skills and Qualifications

### Qualifications & Experience

- Master's degree in social sciences or related discipline
- Minimum of 3-5 years' experience in communications, public relations, or marketing, preferably within the nonprofit or philanthropic sector.
- Experience developing and implementing strategic communication plans and campaigns.
- Strong writing, editing, and storytelling skills for diverse platforms (e.g., websites, newsletters, press releases).
- Demonstrated ability to create compelling and impactful communication materials.
- Established relationships with key media outlets and the ability to secure coverage.
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- Experience building and nurturing relationships with diverse stakeholders, including donors, members, and partners.
- Proficiency in managing websites, blogs, and social media platforms
- Knowledge of analytics tools to track performance and optimize strategies.
- Experience coordinating events, conferences, and public engagements.
- Demonstrated ability to lead and inspire a communications team and work collaboratively across departments,
- Experience working in an international or multicultural environment is a plus.
- Ability to speak French will be an added advantage
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## Required Skills and Qualifications

### Skills & Competencies

- 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
- Exceptional verbal and written communication skills.
- Strong analytical and problem-solving abilities.
- Creativity and a keen eye for detail.
- Ability to work under pressure and prioritize competing tasks
- Good time-management and organizational skills
- Proficiency in design and communication tools (e.g., Adobe Creative Suite, Canva, Mailchimp).
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- Knowledge of philanthropy and social sector trends is an advantage.
- A result-oriented person passionate about making a real impact and change in Africa and naturally driven by that pursuit

### 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.



## How to Apply

Interested candidates should send their CVs and a cover letter with the subject line titled " Communications Manager" to [vacancies@africanpf.org](mailto:vacancies@africanpf.org) by **February 21, 2025**. Please note that only shortlisted applicants will be contacted.