

Philanthropy
Forum

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Partnership and
Membership Manager



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 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



The Role

Role: Partnership and Membership Manager

Reports to: Executive Director

Location: Lagos, Nigeria

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





Responsibilities

- Lead the development and implementation of a multi-year partnership strategy and funding diversification plan for APF's programs and initiatives.
- Establish and steward high-stakes programmatic partnerships with international NGOs, governments, corporates, and multilateral agencies.
- Research, analyse, and generate insights on the ecosystem of potential partners to identify strategic opportunities.
- Develop and implement a global partnership strategy aligned with APF's overall objectives.
- Support the Executive Director in donor engagement, including updates, presentations, site visits, and meetings to communicate APF's impact.
- Develop and implement a strategic plan to expand APF's membership base and enhance membership onboarding and engagement.
- Track and measure the level of engagement within the APF community, ensuring members derive value from their involvement.



Responsibilities

- Coordinate and organise high-impact events and conferences that strengthen connections within the APF community.
- Implement and monitor an annual development plan for organizational fundraising efforts, including major gifts, foundation and corporate support, and signature events.
- Identify and pursue funding opportunities to ensure the sustainability of APF programs and initiatives.
- Provide leadership and guidance to the Communications and Programs team to align partnership efforts with APF's image and strategic direction.
- Serve as a spokesperson for APF in the absence of the Executive Director.
- Support the Executive Director in developing and overseeing long-term strategies for the organisation.
- Carry out tasks that may emerge due to APF's growth and strategic direction.



Required Skills and Qualifications

Qualifications & Experience

- A minimum of 7–10 years of experience in partnership development, donor relations, or stakeholder management, preferably in the non-profit or philanthropic sector.
- Proven ability to establish and maintain high-value partnerships with local and international organisations, governments, corporations, and donors.
- Experience in managing membership programs, including recruitment, engagement, and retention strategies.
- Demonstrated success in designing and implementing member engagement plans aligned with organizational objectives.
- Track record of developing and executing successful fundraising strategies, including major gifts, grants, and corporate sponsorships.
- Expertise in writing proposals, donor communications, and grant reporting.
- Proven experience in organizing and managing high-profile events, conferences, and meetings to engage ultra-high network individuals - UHNIs effectively.
- Strong leadership skills with the ability to manage and inspire teams to achieve strategic goals.
- Experience in cross-functional collaboration, working with programs, research, communications, and the executive.
- Experience working in an international or multicultural environment is a plus.
- Ability to speak French will be an added advantage



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.
- Ability to align partnership and membership strategies with APF's goals and priorities.
- Excellent written and verbal communication skills to engage diverse stakeholders and present complex ideas effectively.
- Strong networking abilities to build long-term relationships with members, partners, and donors.
- Ability to analyze data and trends to identify partnership opportunities and measure engagement impact.
- Comfortable working in a fast-paced and evolving environment with a positive and flexible attitude.
- Experience working in multicultural settings, with a deep understanding of diverse stakeholder needs and expectations.
- 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 organisational skills.
- 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.



Required Skills and Qualifications

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 organisation.
- 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 indicating Partnership and Membership Manager to vacancies@africanpf.org by **February 21, 2025**. Please note that only shortlisted applicants will be contacted.