

African Diaspora Network (ADN) is a Silicon Valley-based nonprofit that promotes entrepreneurship and economic development on the African continent and in the communities we live in. Founded in 2010, we bring together Africans on the continent, in the diaspora, and friends of Africa to actualize their full potential, activate their entrepreneurial spirit, and strategically mobilize financial and intellectual resources to ensure a brighter future for the African continent.



Events and Partnerships Manager Job Description

African Diaspora Network seeks a **US-based** full-time Events and Partnerships Manager to oversee and manage ADN's events, solidifying aligned partnerships specifically for the African Diaspora Investment Symposium (ADIS), and the Innovation and Impact Forums (IIF).

The ideal candidate has proven experience with event management, excellent interpersonal skills, as well as strong project management skills and attention to detail.

ADIS Background

The African Diaspora Investment Symposium (ADIS) is an annual conference in Silicon Valley and Washington, D.C., that celebrates and fosters the entrepreneurial and innovative spirit of Africans in the Diaspora and friends of Africa. ADIS offers our global network the opportunity to dive deep into some of the hottest investment and development trends on the continent.

IIF Background

The Innovation and Impact Forums (IIF) are a year-round speaker series across Silicon Valley, Washington, D.C., New York City, and virtually with thought-provoking conversations around strategic and consistent diaspora engagement in Africa's future. African Diaspora Network intentionally collaborates with organizations to bring topics to our network aligned with our strategic direction. The ADN Impact and Innovation Forums enable us to continue harnessing the knowledge and resources of Africans in the diaspora for positive impact through investment, entrepreneurship, innovation, and human capital.

Why Work for ADN?

Build bridges that unite people across the world to make it better for everyone.

African Diaspora Network is a trusted organization with a track record of building bridges and energizing collaborations between Africans, Diasporans, and friends of Africa through our global convenings and programs. Amid the pandemic, we strengthened our offerings by pivoting to virtual platforms that allowed us to expand our reach. Over the last decade, we have convened over 10,000+ individuals from 97 countries. Our enterprise accelerators have supported 62 African-led startups on the continent and 38 Black-led startups in the United States.

By joining ADN, you become part of a team that mobilizes thousands of people to create possibilities for Africa and the communities where we live. ADN is a place where diversity, equity and inclusion are not just celebrated, but they are central to our existence. We have recently launched our [new strategic plan](#), which means exciting new opportunities are opening up for forming transformative partnerships, building the organization, and growing our team.

Culture and Climate

ADN has developed a supportive workplace culture where personal and professional connections are valued and facilitated. Specifically:

- Open and honest communication is encouraged
- Close, collaborative working relationships are supported
- Mentorship and support develop professional identity and connections

Key Responsibilities

Event Development, Management & Execution (70%)

- Oversee and manage events from planning to execution, handling budgets, timelines, and resources efficiently.
- Manage event budgets, allocate resources efficiently, and secure funding through partnerships and sponsorships.
- Develop comprehensive event timelines and ensure the timelines are regularly updated to track progress.
- Create compelling event themes, formats, and experiences that align with the organization's vision.
- Create clear and detailed external communications materials, including event context and session descriptions.
- Develop draft sponsor, exhibitor, and speaker invitation letters.
- Lead execution of in-person events with specific assignments of roles and responsibilities to team members and volunteers.
- Track and analyze event performance and partnership ROI.
- Negotiate contracts and manage relationships with vendors and suppliers.
- Understand the needs and expectations of event attendees, partners, and sponsors, ensuring they have a positive experience.
- Capture feedback and implement improvements for future events.
- Conduct post-event reflection and analysis within team for highlights and opportunities to improve future events.
- Ensure all relevant documents (e.g., contracts, vendor agreements, permits, insurance, event plans, and timelines) are saved in the appropriate Google Drive subfolders for easy access by team members.
- Source and negotiate with vendors, including caterers, decorators, audio/visual providers, entertainers, and suppliers. Secure contracts and make sure all terms are clearly defined.
- Create detailed timelines for each vendor's deliverables and ensure deadlines are met in advance of the event.

- Ensure smooth communication between all parties involved with the events that you manage.
- Lead in outreach and recruitment of event volunteers.
- Develop a marketing plan, including online campaigns, social media, email outreach, and partnerships.
- Ensure consistent branding and messaging in all event materials.
- Set up and manage digital platforms for event registration and attendee communications.
- Oversee event registrations, ticketing, and attendee communication.

Partnership Development & Cultivation (30%)

- Support the Director of Programs and Operations to develop ADN's own diaspora engagement and mobilization strategy to be leveraged across our various programs and initiatives and to be utilized as needed for new and potential partners.
- Intentionally conduct outreach efforts to various diaspora networks, integrating them ADN's ecosystem as valuable partners and collaborators.
- Identify, approach, and secure partnerships that align with organizational goals.
- Engage in collaboration calls to identify synergies and opportunities for aligned efforts with existing ADN programs, events, and initiatives.
- Periodically look within our broader community for potential ecosystem partners and ways to deepen current relationships.

The qualifications below are representative of the knowledge and skills needed to be successful in this position:

Qualifications and Experience

- Bachelor's degree in business, PR, hospitality management, event management, marketing, or humanities-related fields.
- Experienced in understanding how events and partnerships can drive growth, branding, and organizational objectives.
- Proven experience in event management, from planning to execution, handling budgets, timelines, and resources efficiently.
- Able to build and maintain collaborative relationships with key stakeholders, clients, vendors, and partners.
- Skilled in navigating diverse interests and personalities, handling negotiations, and resolving conflicts.
- Planning and organizational skills, able to meet tight deadlines.
- Excellent multitasking abilities, with the ability to manage multiple moving parts, deadlines, and logistics.
- Strong attention to detail.
- Excellent and effective written and verbal communication skills to engage with stakeholders, partners, and sponsors.
- Superior interpersonal skills, engaging professionally with volunteers, colleagues, partners, and donor.
- Experience working with diverse communities preferred.

- Ability to adapt quickly, think on their feet, and resolve challenges that arise before or during an event.
- Capable of leading a team or working with cross-functional groups to execute events and partnerships effectively.
- Works well with different departments, vendors, and external partners to achieve common goals.
- Able to handle high-stress situations and adapt to unexpected changes.
- Familiarity with event management software, CRM tools, and social media platforms to promote events and manage partnerships.
- Must be comfortable working with software and digital programs.
- Open to working non-traditional hours, including nights and weekends, depending on event schedules.

Company Headquarters: Santa Clara, CA

Reports to: Director of Programs and Operations

Location: Strong preference for local applicants in Bay Area, California, or Washington, D.C. Needs to be based in the United States of America with U.S. work authorization.

Salary Range: \$70k to \$75k per year and a \$5k Healthcare Stipend

To apply: Please send resume and cover letter with subject heading: Events and Partnerships Manager to info@africandiasporanetwork.org