

Chief Operations and Programs Officer

Organization: African Diaspora Network (ADN)

Reports to: CEO & Founder

Type: Senior-Level, Full-Time

Headquarters: Santa Clara, CA



The Opportunity

The African Diaspora Network (ADN) is a Silicon Valley-based nonprofit that builds bridges between Africans, Diasporans, and friends of Africa to foster entrepreneurship and drive economic development. Over the last decade, we have mobilized a network of over 15,000 individuals from 80 countries and accelerated dozens of African-led and Black-led startups.

Now approaching 15 years in operation, ADN is in a stage of rapid growth and seeks a Chief Operations and Programs Officer (COPO) to serve as a thought partner to the CEO. The COPO will be a purpose-driven leader responsible for strategizing for scale and impact and driving operational excellence across our 8-person team with about \$2.5 million-dollar operational budget.

Location, Compensation & Eligibility

- **Location:** Hybrid, with a preference for candidates based in Bay Area, CA. The role requires attendance at key meetings and events. A fully remote U.S.-based arrangement may be considered for exceptional candidates.
- **Compensation:** The salary range for this position is \$100,000 - \$150,000 commensurate with experience. A benefits package is included.
- **Eligibility:** Candidates must be based in the United States and have current U.S. work authorization.

Key Responsibilities

Operational and Financial Excellence

- Lead all internal operations, including the management of the annual ~\$2.5M organizational budget, financial planning, and grant reporting
- Ensure organizational efficiency and legal compliance by overseeing HR, IT, and administrative systems and negotiating all major contracts
- Develop and monitor performance metrics across the organization to drive accountability and measure impact

Team Leadership & Program Oversight

- Provide executive oversight for ADN's signature programs (e.g., [African Diaspora Investment Symposium](#), [Accelerating Business Leadership and Entrepreneurship](#), [African Scientific Community Engagement](#), and [Impact and Innovation Forums](#)), ensuring strategic alignment and quality outcomes

- Supervise, support, and mentor senior team members, fostering a high-performing and collaborative culture grounded in trust and integrity
- Lead recruitment, professional development, and strategic team retreats to ensure organizational alignment and innovation

Strategic Growth

- Develop strategies and streamline systems based on short-term and long-range planning in collaboration with the CEO
- Cultivate and manage relationships with global stakeholders, developing compelling proposals and reports to support ADN's growth
- Serve as a high-level public representative for ADN at conferences and global convenings to enhance visibility and attract resources

The Ideal Candidate

You are a visionary, results-oriented leader with a proven track record of effective and efficient operation and management of mission-driven organizations. You excel at aligning vision, strategy, and operations to drive sustainable growth and global engagement. You bring:

- A deep commitment to advancing the African continent and its global diaspora
- A minimum of 10 years of progressive leadership experience, with demonstrated success managing teams and budgets in a growth-stage environment
- Strong financial acumen, with expertise in budget management, contract negotiation, and risk mitigation
- Exceptional people and communication skills, with the ability to lead with empathy and build trusted partnerships with diverse global stakeholders
- International experience, preferably in Africa, is highly desired
- Fluency in English is required; proficiency in major African languages such as Swahili, French, or Arabic is a plus

To Apply

Please email your resume and a compelling cover letter to jobs@africandiasporanetwork.org with the subject line: "Application for Chief Operations and Programs Officer".