

African Diaspora Network is a registered 501(c)(3) nonprofit membership organization. Our mission is to harness and engage the intellectual, financial, philanthropic, and entrepreneurial capacity of Africans, Diasporans, and friends of Africa in support of economic and social development across Africa and the communities in which we live.



Job Description

Entrepreneurship Programs Manager Job Description

African Diaspora Network seeks an Entrepreneurship Programs Manager to assist in the development and implementation of Builders of America's Future, a new ADN program that will provide 15-20 Black business leaders with mentorship, training, and support for their emerging enterprises designed to address a key community need. The programs manager will also oversee the Builders of Africa's Future program which takes place once a year.

The Entrepreneurship Programs Manager will facilitate and execute the nationwide pilot program in alignment with the existing Builders of Africa's Future program. The candidate will be responsible for coordinating the program operations and optimizing the experience of our program participants and strategic partners.

Key Responsibilities

- Manage the delivery and execution of the nationwide pilot program to identify prospective candidates for the inaugural cohort of Builders of America's Future
- Manage project execution with strategic organization in collaboration with ADN leadership and team members, communicating with staff and holding project teams accountable for timelines and deliverables
- Manage and engage key stakeholders and community partners, including funders, investors, mentors, and businesses.
- Manage effective marketing for prospective applicants and candidates of Builders of America's Future candidates, outreaching to target geographies and diverse sectors
- Collaborate with recruitment committee to finalize selection criteria and mentorship matching process
- Identify, recruit, and select up to 20 early to mid-stage Black business leaders and confirm their participation in the program
- Manage the launch a virtual enterprise training bootcamp in partnership with Santa Clara University's Executive Center.
- Manage the investor roundtable for Builders of America's Future awardees to present and pitch their business plans with a specific ask at the African Diaspora Investment Symposium

- Design networking and engagement opportunities for Builders of America's Future awardees to connect with and learn from Silicon Valley-based business leaders
- Develop innovative and scalable approaches to program delivery, optimizing for candidate and business experience, effective use of technology, measurement and reporting.
- Provide proactive communication on the program and results to leadership, investors, business leaders, and cross-functional partners.
- Continual programs assessment and improvement based on stakeholder feedback.

Below requirements are representative of the knowledge, skill, and ability required to be successful in this position:

- Bachelor's Degree in business, policy, government, or humanities-related fields
- Preferred two to five years of experience in the public, nonprofit, or corporate settings
- Experience working with diverse communities
- Understanding of nonprofit organizations management
- Excellent written and verbal communication skills
- Ability to prioritize tasks with strong organizational skills
- Ability to utilize tools or design systems and processes to track data and monitor progress
- Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally-competent services and work effectively in cross-cultural situations
- Understanding of mandatory reporting/compliance requirements for nonprofits

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Send resume to: Info@africandiasporanetwork.org