

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.



Community Engagement & Program Coordinator Job Description

African Diaspora Network seeks a Community Engagement & Program Coordinator to provide operational support and manage community engagement, outreach, and ecosystem-building that catalyze ADN's various programs and initiatives. This person will play a key role in program coordination by engaging a variety of constituents in the ADN network, including program advisory committees, event speakers and participants, enterprise accelerator participants and alumni, ecosystem partners, investors, and donors.

The ideal candidate is committed to the details, can effectively communicate with diverse audiences, and can work collaboratively with the ADN team and external stakeholders.

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 with a pivot to virtual platforms that allowed us to expand our reach. Over the last decade we have convened over 10,000+ individuals from 80 countries. Our enterprise accelerators have supported 52 African-led startups on the continent and 16 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 are emerging from the pandemic in a stage of rapid growth, 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 for developing professional identity and connections

Key Responsibilities

Program Coordination (40%)

- Provide operational and administrative support to ADN programs and initiatives under the direction of the program managers, including enterprise accelerator, major convenings, and the ADN telehealth pilot
- Serve as point person to assist interested future or current program and event participants, including speakers, sponsors, mentors, guests, etc.
- Manage the participant experience from end-to-end
- Schedule and organize meetings and events and maintain the agenda
- Maintain up-to-date program databases and information
- Support the development of program-related materials
- Research articles and document relevant publications on the continent and Diaspora

Community Engagement and Ecosystem Cultivation (40%)

- **Diaspora Engagement:** Meet with Diaspora leaders interested in being a part of the African Diaspora Network. Introduce the work of ADN and our programs and initiatives.
- **Community Engagement:** Coordinate communications with program advisory committees, event speakers and guests, program participants, and ecosystem partners.
- **Program Alumni Engagement:** Engage alumni networks of enterprise accelerators. Provide community-building opportunities and host ongoing events. Maintain consistent communication with alums and identify relevant opportunities from ecosystem partners.
- **Ecosystem-Building:**
 - Engage in collaboration calls to identify synergies and opportunities for aligned efforts with existing ADN programs and initiatives
 - Strengthen partner engagement by identifying and pursuing strategic opportunities to engage, coordinate, and partner with priority global, regional, and national stakeholders to cultivate and grow existing relationships.
 - Assess opportunities for collaboration in conjunction with program managers.
 - Track the progress of collaborative opportunities.
 - Cultivate ecosystem partnerships for ADN programs, including potential event speakers; event guests, including investors, industry leaders, and seasoned executives; resource partnerships for program alumni engagement; and mentors, nominators, and reviewers for ADN's enterprise accelerators.
 - Develop, review, and refine proposals for collaborative opportunities
 - Represent ADN at events and be an ambassador to the organization
- **Africa Investor Research:** Examine the investment landscape in Africa and provide key research on target networks to engage potential investors interested in Africa.

CRM Management & Donor Engagement (20%)

- Under the direction of the Executive Director, work with the ADN team to implement effective electronic solicitation strategies to supplement direct email efforts and increase participation and per-donor revenue.
- Manage EveryAction CRM database and oversee gift administration, including timely thank you notes to donors using the EveryAction CRM database.
- Coordinate and implement direct marketing appeal for direct mail, email, and other digital campaigns.
- Work with the Finance team to ensure smooth and accurate gift processes and communications
- Implement, test, and evaluate new strategies to increase donor retention, upgrades, and acquisition, and develop key performance indicators to ensure all goals are reached.
- Research grant opportunities for supporting ADN's infrastructure as an organization as well as grants to support ADN's programs and initiatives.
- Engage funders through the use of Google Ads.
- When in-person events resume, assist in coordination of donor receptions and other donor cultivation and stewardship opportunities, in collaboration with events staff.

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

Qualifications and Experience

- Bachelor's Degree in business, PR, Fundraising, or humanities-related fields
- Preferred two years of experience in the public, nonprofit, or corporate settings
- Experience working with diverse communities and external relations
- Experience with grant management
- Experience with Google Ads.
- Superior interpersonal skills, engaging professionally with volunteers, colleagues, and donors
- Ability to consistently track, monitor, and manage databases
- Understanding of nonprofit organization management
- Excellent written and verbal communication skills
- Ability to prioritize tasks with strong organizational skills
- 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

Company Headquarters: Santa Clara, CA

Reports to: Program and Digital Media Manager

Location: Hybrid, in-office and remote, is preferred. Fully remote is negotiable. Needs to be based in the United States of America.

To apply: Please send resume and cover letter to Megan at megan@afriandiasporanetwork.org.