

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.



Entrepreneurship Programs Manager Job Description

African Diaspora Network seeks an Entrepreneurship Programs Manager to manage two accelerator programs: Accelerating Black Leadership and Entrepreneurship (ABLE) and Builders of Africa's Future (BAF). The program manager will be responsible for the planning, preparation, and execution of both entrepreneurship programs in collaboration with relevant partners. This individual will lead program operations and optimize the experience of our program participants and strategic partners.

The ideal candidate has experience with entrepreneurship and program operations as well as 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 by pivoting 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 53 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

- Lead the day-to-day program operations and manage the program cycles for ABLE and BAF
- Develop and plan a year-round calendar for ADN's two accelerator programs
- Coordinate the application and evaluation process to identify top tier applicants with the support of the program advisory and selection committees
- Execute programs 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, academic trainers, investors, mentors, and businesses.
- Manage effective marketing for prospective applicants and candidates of ABLE candidates, outreaching to target geographies and diverse sectors.
- Collaborate with the recruitment committee to finalize selection criteria and mentorship matching process.
- Conduct interviews with the entrepreneurs and coordinate the vetting process
- Identify, recruit, and select up business leaders who meet the program criteria and confirm their participation in the program.
- Plan the demo day and pitch sessions in collaboration with the academic trainer
- Design network-building forums and engagement opportunities for additional learning
- Create impact reports based on survey feedback and program assessments
- 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.

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, 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

Company Headquarters: Santa Clara, CA

Reports to: Program Manager

Location: Preference for local applicants. Hybrid options available. Fully remote is negotiable. Needs to be based in the United States of America with U.S. work authorization.

Salary Range: \$75,000 - \$80,000, with benefits including stipend for healthcare, matching 401K

To apply: Please send resume and cover letter to Debra at debra@afriandiasporanetwork.org.