

About African Diaspora Network (ADN)

African Diaspora Network (ADN) is a Silicon Valley-based nonprofit that promotes entrepreneurship and economic development on the African continent and in the communities in which we live. 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.



Director of Programs and Operations

Type: Senior-level, full-time

Reports to: Executive Director

Headquarters: Santa Clara, CA

Location: Hybrid, in-office and remote, is preferred. Fully remote is negotiable.

Open to: Candidates based in the United States of America with U.S. work authorization

Salary Range: \$100,000-\$120,000, with benefits including paid vacation, stipend for healthcare, matching 401K

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 27 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 communities where the diaspora lives. 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

About the Role

African Diaspora Network seeks a strategic organizational leader with an exceptional management background to advance our mission and scale operations for our medium-sized nonprofit. The Director of Programs and Operations will operationalize best practices in management systems; streamline collaboration of teams; oversee program execution; provide direct supervision and day-to-day management of staff and contractors; and ensure strong organizational performance to meet targeted goals.

Primary Responsibilities

- Work with the Executive Director to develop a streamlined workflow across the organization through systems and processes that ensure effective management of operations, staff, and budgets
- Lead day-to-day management of the program teams, composed of three full-time staff members working on four major programs and two initiatives, and contractors
- Supervise, coach, and collaborate with program staff to ensure programmatic and team success based on goals
- Serve as a representative of ADN externally at events and/or in support of fundraising initiatives
- Cultivate partnerships and relationships through collaboration calls, stakeholder meetings, and external communications
- Ensure all programmatic activities and timelines align to effectively meet organizational calendar and goals
- Facilitate staff team meetings and quarterly and year-end strategic planning sessions
- Manage program budgets and expenditures in coordination with finance team
- Streamline operational systems through best practices, software, etc. that support the growth of the organization
- Support process of hiring personnel and recruitment of interns and volunteers to maintain quality of programming
- Track organizational success metrics and implement a system of feedback and evaluation that ensures strong work plans and alignment between individual, team, and organizational goals and priorities
- Support the professional development and growth of team members
- Cultivate a positive and collaborative environment for program stakeholders and staff

The Ideal Candidate

The ideal candidate will be a dynamic leader with strong nonprofit management experience and embodies the mission, vision, and core values of the African Diaspora Network.

Qualifications and Experience

- Commitment to uplifting the African continent and diasporic communities
- 8+ years of experience in a fast-paced and growing nonprofit environment, with experience working in a leadership role
- Demonstrated experience working collaboratively to lead the integration of a complex organization and utilizing best practices in management to ensure shared success.
- Significant experience developing and leading teams and working as an effective team member
- Proven success leading a collaborative strategic planning process and ensuring its effective implementation
- Strong staff management experience required, with the ability and interest to work closely with staff members to set and achieve individual and team goals.
- Outstanding strategic thinking skills, with a focus on results and impact, and effective communication skills
- Experience leading an organization through a significant time of change and growth; ability to be thoughtful, patient, supportive and nimble.
- International work experience, particularly on the continent of Africa
- Oral and/or written fluency in one or more African languages is a plus

Desired Attributes

- Strategic leadership. You have the leadership acumen and strategic ability to be a thought partner to, and act on behalf of, the Executive Team. You infuse others with your passion for championing a cause and have experience fostering a culture of business development across an organization.
- Focus on results and action bias. You have an ability to balance the big picture, strategic thinking with tactical productivity and attention to detail. You get things done, drive results through others, and don't hesitate to roll up your sleeves and pitch in when needed.
- Entrepreneurial spirit. You are a forward thinker who enjoys formulating new strategies, solving problems, and thinking about new and better ways to do things internally and externally. You thrive in a small-medium sized organization and fast-paced environment.
- Outstanding people skills. You bring a demonstrated ability to connect easily with and influence a wide range of individuals from different backgrounds, cultures and levels. You have experience building trusting and productive relationships with a wide range of colleagues, leaders, consultants and other partners.

To apply: Please send resume and cover letter to almaz@africandiasporanetwork.org with the subject line “Application for Director of Programs and Operations.”