

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 Manager Job Description

African Diaspora Network seeks a Community Engagement Manager to help grow and engage ADN's community and lead the success of one of ADN's primary mandates: diaspora engagement and mobilization. This person will manage diaspora and community engagement, outreach, and ecosystem-building that catalyzes ADN's various programs and initiatives. This person will also work to identify and encourage community members inside and outside of ADN's network to participate in and contribute to the success of ADN's mission. A key part of this role is understanding our constituents' needs and interests and advocating for and executing programs and initiatives that address them.

The ideal candidate must have experience in research and database management, community building and mobilization, is detail-oriented, 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 collaboration 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 89 countries. Our enterprise accelerators have supported 63 African-led startups on the continent and 38 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:

Community Building and Ecosystem Cultivation (40%)

- Work collaboratively across the ADN team to identify and act upon program synergies that will contribute to community growth and engagement
- Engage in collaboration calls to identify synergies and opportunities for aligned efforts with existing ADN programs and initiatives
- Work with the Director of Programs and Operations to develop and manage ADN's online community platform/forum, catering to varying segments of the community including youth, diaspora organizations and program alumni
- Provide support or lead in the planning and execution of network-building online and in-person forums and events such as the African Diaspora Investment Symposium

Diaspora Engagement and Mobilization (20%)

- Develop and execute quarterly community engagement strategies in line with ADN's annual goals and deliverables and track the growth and engagement of ADN's community across various platforms
- Support the rest of ADN team in identifying and mobilizing community members and other African Diasporans in contributing to their relevant programs and initiatives
- Leveraging ADN's website, social media platforms, and existing programs and events to identify and implement engagement opportunities for varying segments of the ADN community and track effectiveness by monitoring metrics

Research and Communications (40%)

- Act as a first point of contact for interested members and potential partners
- Maintain a detailed database of ADN's community members, focusing on segmentation and engagement rates across ADN's initiatives
- Produce and track the metrics of ADN's newsletter and support in the development and execution of ADN's social media and communication strategies
- Support in the development and analysis of surveys, forms and other feedback mechanisms for ADN's programs, events and initiatives
- Help produce reports, case studies and other community-related information as needed for stakeholders and program deliverables

- Support in the development and promotion of ADN's Learning Labs and other community resources
- Help write stories and features on community members

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, Communications, or humanities-related fields
- Preferred three to five years of experience in the public, nonprofit, or corporate settings
- Past community building and management and/or communications experience
- Previous experience developing and executing communication and engagement strategies across a variety of platforms
- Experience working with diverse communities and external relations
- Excellent written, visual and verbal communication skills
- Impeccable people skills and ability to engage and mobilize different communities
- Excellent quantitative and qualitative research skills, and familiar with developing and monitoring engagement metrics
- Ability to consistently track, monitor, manage and develop databases
- Ability to prioritize tasks with strong organizational skills
- Understanding of mandatory reporting/compliance requirements for nonprofits

The Ideal Candidate Is:

- Passionate about African diaspora engagement and ethical and sustainable development of the African continent
- Experience with online community platforms such as discord, Slack, Mighty Networks, etc. highly sought after
- Extremely tech savvy and passionate about effective communication strategies
- Creative and innovative in their approach to problem-solving and idea generation and execution
- Excellent at identifying program synergies to maximize efforts and avoid duplication
- Works well independently and as part of a team

Company Headquarters: Santa Clara, CA

Reports to: Director of Programs and Operations

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 & Benefits: \$55k to \$65k, with \$5k healthcare stipend & other employee benefits

To apply: Please send resume and cover letter to info@africandiasporanetwork.org with the subject heading of: Community Engagement Manager.