

<b>Job Title:</b>	Communications Manager
<b>Reports to:</b>	Executive Director
<b>Location:</b>	Lagos, Nigeria
<b>Employment:</b>	Full Time
<b>Remuneration:</b>	Provided Upon Shortlisting

The African Philanthropy Forum (APF) is a strong and vibrant community of partners who, through their strategic giving, investments, and influence, foster shared prosperity on the African continent. Through its resources and high impact convenings across the Continent and beyond, APF raises awareness about the important role that strategic philanthropy can play in society. It is committed to creating an enabling environment to transform the culture of giving on the Continent to the extent that it exceeds development aid by 2030. To date, it has reached approximately 2,500 stakeholders in fourteen African countries including Cameroon, Cote d'Ivoire, Egypt, Ethiopia, Ghana, Kenya, Malawi, Morocco, Nigeria, Rwanda, South Africa, Tanzania, Uganda and Zimbabwe. For more information, visit [africanpf.org](http://africanpf.org).

APF is currently seeking to engage a dynamic, passionate, result oriented and self-motivated individual to fill the position of Communications Manager.

### Responsibilities

- Develop, implement and evaluate an integrated, strategic communications plan, media relations, social media, events and communication collateral annually
- Assess communications needs and priorities for the organization
- Manage APF's brand as a leader within the philanthropic space
- Develop and maintain contacts with members, partners and key stakeholders and identify opportunities and vehicles to communicate with these constituencies
- Lead the design and maintain APF websites, including generation, preparation and editing of content
- Research, write, and edit a broad range of communications that promote APF activities
- Manage content gathering, development, and posting for social media, blogs e-newsletters
- Manage the development, distribution, and maintenance of all print and electronic publications
- Develop promotional and informational materials for internal and external outreach activities
- Produce reports summarizing performance and impact for external and internal audiences
- Develop relationships with key media outfits to secure and grow media coverage both online and offline, and ensure maximum publicity for the APF brand
- Research and write press releases, coordinate press conferences and plan events
- Provide effective and timely responses to public information inquiries
- Provide timely strategic advice and creative solutions for dealing with sensitive communications issues and stories

### Qualifications & Experience

- Masters degree in social sciences or related discipline
- A minimum of 5 years' experience in communication and information management, marketing and/or PR
- Excellent writing/editing and verbal communication skills
- Good knowledge of media analysis & monitoring tools
- Proven ability to skilfully develop and manage relationships with a diverse audience
- Exceptional written and verbal communication skills, including excellent PowerPoint presentation skills, and strong analytical capabilities
- Creative strategic entrepreneurial thinker and problem solver
- Experience managing corporate communications
- Proven- ability to manage a variety of key initiatives across locations concurrently
- Demonstrable experience of dealing with the media (print, broadcast, social and digital)
- Ability to speak French will be an added advantage

### **Skills & Competences**

- Self starter, entrepreneurial and able to work as part of a team and independently
- Ability to work in a start-up, fast-paced environment and handle unexpected events
- Ability to work collaboratively with all stakeholders
- Commitment to high integrity, ethics and professionalism
- Commitment to excellence and experience in leading others to new levels of effectiveness and impact
- Proficiency in the use of graphics or publishing software
- Ability to stay up-to-date with current technologies and trends in social media, design tools, and applications
- Ability to operate effectively both as part of a team and independently
- Ability to work under pressure and prioritize competing tasks
- Good time-management and organizational skills
- A result-oriented person passionate about making a real impact and change in Africa and naturally driven by that pursuit

### **Technical Skills**

- Experience working with Adobe PowerPoint
- Experience with Adobe Creative Cloud i.e., InDesign, Illustrator, XD, Photoshop, Premiere Pro, Filmora.
- Experience with CMS i.e., WordPress
- Experience working in social media, online publishing or digital marketing and its tools e.g. Mailchimp, Canva, Adobe Spark
- Experience working with analytics tools e.g., Google Analytics, Hootsuite and Keyhole

### **Attitude**

- Energetic, proactive approach to work
- An enterprising attitude that is quick to search out alternative solutions to needs or problems
- Exhibits a helpful behaviour beyond strict job requirements
- Flexible, positive attitude towards working in a small but growing organization
- Confident

**Note:**

The roles and responsibilities outlined above are not exhaustive. Employee will be working in a highly flexible environment and is expected to carry out any other related duties that are within the employee's skills and abilities as appropriate.

Interested candidates should send their applications and CVs along with three reference and a cover note with the subject line indicating Communications Officer to [vacancies@africanpf.org](mailto:vacancies@africanpf.org). Please note that only shortlisted applicants will be contacted.