



African
Philanthropy Forum



Communications Manager

May 2022



OXFORD HR
SEARCH FOR A BETTER WORLD



About African Philanthropy Forum

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 www.africanpf.org.



The Role

Role: Communications Manager

Location: Lagos, Nigeria

A PF 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, 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





Candidate profile

Qualifications & Experience:

- Master's 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 skillfully 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

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..





How to Apply

Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The documents should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-APF-Communications Manager. For example: Pat Jones-CV-052022-APF-Communications Manager or Pat Jones-CoverLetter-052022-APF-Communications Manager.

Timeline

Closing date: 4 June 2022

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality statement

Equality and diversity are at the core of African Philanthropy Forum's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email vacancies@africanpf.org in the first instance.





About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.



OXFORD	LONDON	AMSTERDAM	NAIROBI
46 Woodstock Road	5 Tanner Street	Korte Schimmelstraat 12	Workify Africa
Oxford	Bermondsey	1053 SZ	ABC Place
OX2 6HT	London	Amsterdam	Waiyaki way
	SE1 3LE		Nairobi
United Kingdom	United Kingdom	The Netherlands	Kenya
+44 (0) 1865 985 457	+44 (0)20 7939 7451	+31 (0) 621 153 452	+254 (0) 797 233 217



OXFORD HR

SEARCH FOR A BETTER WORLD

www.oxfordhr.co.uk | Company No. 6456325