

African Diaspora Network is a registered 501(c)(3) nonprofit membership organization. Our mission is to harness and engage the intellectual, financial, philanthropic and entrepreneurial capacity of Africans and friends of Africa in support of economic and social development across Africa.



Position: Program Manager, Nonprofit Organization Management

Seniority Level: Mid-level

Job Description:

African Diaspora Network seeks a Program Manager to handle the day-to-day operations of a growing nonprofit organization. In this full-time role you will develop projects and design processes to support and implement ADN’s strategic priorities. You will interface with key stakeholders and community partners, including entrepreneurs, investors, innovators, and leaders that are based locally and globally.

Essential and primary responsibilities include:

- Assist the Executive Director with developing, implementing and evaluating program policies, procedures, and standards
- Assist the Executive Director with monitoring the program budget, board relationships, and funders
- Update, analyze, and monitor ADN’s website and the MemberClicks platform
- Coordinate and monitor member outreach and retention
- Plan, coordinate, and monitor Impact & Innovation Speaker Series, African Diaspora Investment Symposium, Builders of Africa’s Future, and African leadership, entrepreneurship & mentoring for African immigrants and African Americans in Silicon Valley.
- Participate and represent ADN in local partner meetings and events as requested and as needed
- Compose and draft documents and correspondence for presentations, conferences, seminars, and reports; create, maintain, modify, and ensure accuracy of content
- Provide complex administrative and operational support with minimal supervision
- Develop weekly/bi-weekly newsletters and social media postings
- Track expenditures for donor-directed funds and program, monitor day-to-day operating expenses and vendor invoices, and report to CFO for reconciliation

Below requirements are representative of the knowledge, skill, and ability required to be successful in this position:

- 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

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Send resume to: info@africandiasporanetwork.org