

Job Title: Membership Relations Manager, Southern Africa

Reporting Manager: Regional Director, Southern Africa

Location: Johannesburg, South Africa, with occasional travel

About AVPA:

The African Venture Philanthropy Alliance (www.avpa.africa) is a unique Pan-African network of social investors collaborating to increase the flow capital into African social investments and ensure its effective deployment for maximum social impact. At a grand scale, AVPA is aiming to address the SDG financing gap on the continent by not only mobilizing more philanthropic capital but also crowding-in private capital into social investments. We work with a variety of social investors deploying grants, debt or equity (the continuum of capital) into social investments. These include foundations, corporates, family offices, individual philanthropists, angel investors, impact fund managers, PE & VC funds, bilateral and multilateral donors, governments, DFI's and non-financial service providers. Our network seeks to achieve greater social impact through collaboration, exchange of information, acquisition of skills and knowledge and the application of innovative finance approaches/models.

AVPA has its headquarters in Nairobi, with regional offices in Johannesburg and Lagos. AVPA is aligned with thriving sister networks in Europe (EVPA), Latin America (Latimpacto) and Asia (AVPN), thus forming a dynamic global force for social impact. For more information about AVPA, see www.avpa.africa.

AVPA Southern Africa is seeking an ideal individual to fill the role of Membership relations.

Role Summary:

As the Membership and Relations Manager, your primary focus is on nurturing relationships with current members in Southern Africa, understanding their needs, and ensuring their active engagement in AVPA initiatives and retention in the AVPA network. Collaborating with the wider regional and pan African AVPA team, you'll enhance program effectiveness and reach, ultimately providing a fulfilling experience for our members.

Key Responsibilities:

- Cultivate relationships with current and potential members, tailoring assistance to meet their needs.
- Maintain accurate and updated member records to enable them to maximize their member experience as well as contribution to the AVPA network.
- Develop and implement strategies to retain enrolled members from Southern Africa region.
- Collaborate and coordinate with other AVPA regional Membership and relationships managers to enhance member experience.
- Assist with end-to-end planning and executing of AVPA events in Southern Africa to serve members and the wider social investing community.

- Represent AVPA at relevant member events and gatherings.
- Support AVPA's Pan Africa objectives for membership and resource mobilization.

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and employees of the Organization need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Requirements:

- At least 5 years of customer service/sales experience.
- Bachelor's degree in Marketing, Business Administration, Finance, or Social Sciences.
- Salesforce experience will be an added advantage.
- Proactive and detail oriented.
- Excellent communication and interpersonal skills.
- Ability to work in multicultural environments and across diverse time zones.
- Fluency in English; proficiency in additional Southern African languages is advantageous.
- Preferred: experience in resource mobilization and/business development.
- Preferred: experience in grant and proposal writing for various donors.
- Experience in the financial services and or investments space will be an added advantage.
- Interested candidates should submit their CV and a cover letter explaining their interest in the position and how their skills and experience align with the job description.

How to Apply:

Interested candidates should submit their CV and a cover letter explaining their interest in the position and how their skills and experience align with the job description. Applications should be sent to jobs@avpa.africa.

Deadline for Application: May 27th, 2024

AVPA is an equal opportunity employer and strongly encourages applications from people of all backgrounds. We value diversity and are committed to creating an inclusive environment for all employees.