



## Executive Director Search



### Overview

Title	Executive Director; reports to the Africa Action Board Chair
Posting date	August 25, 2015
Deadline	Weekly review of applicants begins in September until position is filled
Start Date	No later than December 1, 2015
Work Location	Washington, DC (negotiable)
Work Hours	Position requires a flexible work schedule, including some evenings and weekends.
Travel	Must be able to travel nationally and internationally
Other	Must be able to build and manage a team of volunteers. There is a potential for job-sharing depending on circumstances and funding. If you are interested in such an arrangement, please include specifics in your application.
Website:	<a href="http://AfricaActionTransition.com">AfricaActionTransition.com</a>

### Introduction

Africa Action is seeking an experienced, progressive professional for its programmatic work. This is a new position and marks the launch of a new chapter in the organization's history.

### About Africa Action

Africa Action is a national organization based in Washington, DC. Our work dates back to 1953, the year our oldest predecessor organization was founded in New York. In partnership with progressive activists and civil society organizations throughout the United States and in Africa, Africa Action works to change U.S. foreign policy and the policies of international institutions to support African struggles for peace and development.

### Africa Action's Mission

Africa Action is a national organization that works for political, economic and social justice in Africa. Through the provision of accessible information and analysis combined with the mobilization of public pressure, we work to change the policies and policy-making processes of U.S. and multinational institutions toward Africa. The work of Africa Action is grounded in the history and purpose of its predecessor organizations, the American Committee on Africa (ACOA), The Africa Fund, and the Africa Policy Information Center (APIC), which fought for freedom and justice in Africa since 1953. Continuing this tradition, Africa Action seeks to re-shape U.S. policy toward African countries. Africa Action's work is guided by a set of **core beliefs**:

- We believe that the U.S. has a special historic responsibility toward Africa;
- We believe that racism has been and is a major determinant of U.S. policies toward Africa, Africans and U.S. citizens and residents of African descent;
- We value Africa and the people of Africa and seek to work in partnership with Africans; and
- We believe in the principles of consultation, openness, accountability and consensus.

### **Responsibilities**

- Position and relaunch Africa Action as an effective organization following the current period of dormancy.
- Promote Africa Action's historic values and best traditions while introducing innovations, strategies and programmatic initiatives to ensure Africa Action's impact.
- Develop and present, for board approval, a strategic plan to relaunch Africa Action as an influential organization advancing policies and programs that seek to improve the lives and communities of people across Africa.
- Shape and execute strong and persuasive messaging and campaigns (written, spoken, social media and online) to effectively engage current and potential supporters, and to reinforce the Africa Action brand among key audiences.
- In consultation with the board, establish, launch and manage a proactive and strategic fund raising strategy to support Africa Action's program initiatives, including institutions, foundations, endowments, direct mail, canvassing and online.
- Create and implement evaluation strategies to ensure continual learning, effectiveness and best practices.
- Report monthly on progress, challenges and any needed course corrections.
- Ensure and prudent and accountable use of Africa Action's human and economic resources.
- Hire and manage an employee in a fund raising position.
- Recruit, nurture and manage volunteers and others to expand Africa Action's network, productivity and reach.
- Work closely and collaboratively with the African Action Board of Directors, the Advisory board and key allies.
- Build links, collaborate with and work in support of allied organizations working on Africa Action's priority focus areas on the continent and here in the United States.

### **Experience/Qualifications/Skills**

- At least five (5) years experience as a program manager or director in a fast-paced, progressive nonprofit or advocacy environment focusing on social justice, organizing and/or influencing policy.
- Bachelor's degree, or equivalent, from an accredited educational institution.
- Experience may be substituted for a college degree. Highly entrepreneurial, professional, self-motivated, results-oriented and proactive and with a track record of involvement in progressive initiatives.

- Collaborative style and able to bring out the best in those involved with Africa Action, including volunteers, allies, donors and others.
- Comfortable working independently, making decisions and pursuing opportunities appropriate for Africa Action’s mission, philosophy and strategic plan (to be developed).
- Strong and persuasive writing and speaking skills; able to shape messaging and campaigns (written, spoken, social media and online) to effectively engage current and potential supporters. Experience working in and/or building diverse and inclusive environments that include grassroots leadership, youth, people of color, women, and LGBTQ people.
- Skilled and creative with using technology, data, and social media to motivate, educate and generate action for social change.
- Knowledge of the progressive Africa policy environment (foundations, government, activist, private sector and educational), both in the US and on the international stage; a passion for Africa and African people.
- Familiar with best practices for fund raising appeals including direct appeals, online, individual donors and institutions/foundations.
- Available and willing to work flexible hours as needed, including evenings and weekends
- Able to travel locally, nationally and internationally.

### **Other**

- Experience in building successful relationships and consensus across diverse perspectives.
- Track record of managing relationships with boards of directors, advisory boards, allies and funders.
- Familiarity with militarization, illicit financial outflows and climate justice issues as they relate to progressive Africa policy, a plus.

### **Compensation**

- Compensation is competitive and negotiable depending on background and experience and includes a full benefits package.

### **To apply**

Please send a resume, cover letter, two writing samples and three references to [AfricaActionTransition@gmail.com](mailto:AfricaActionTransition@gmail.com) with the subject “**Africa Action Executive Director**”.

***Africa Action is an equal opportunity employer.***

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