About African Leadership Academy (ALA)

African Leadership Academy (ALA) seeks to transform Africa by identifying, developing, and connecting thousands of leaders for the continent over the next few decades. The Academy is founded on the philosophy that a new generation of ethical, committed leaders is the key to Africa’s development. ALA seeks to become the training ground for these future leaders. Each year, ALA draws the most outstanding students from across Africa to its campus in South Africa. Here, they build a powerful intellectual foundation and develop their leadership capacity through ALA’s unique curriculum in Entrepreneurial Leadership. ALA then works with these young leaders throughout their lives as they enable lasting positive change on the African continent.

About African Leadership Foundation (ALF)

The African Leadership Foundation is a U.S based 501c3 non profit organization that supports transformative change in Africa by developing and connecting the continent’s next generation of leaders in partnership with African Leadership Academy. ALF has two primary mandates: (1) providing financial support to African Leadership Academy, and (2) providing programmatic support to the ALA graduates studying at top colleges and universities in the USA and Canada.

Position Overview

The primary responsibilities of the ALF Development Manager are to identify and manage ALA’s US pipeline of relationships with existing donors and high capacity potential donors, as well as coordinate all US development outreach. This role supports the overall strategy for achieving the annual revenue to support the operating budget of ALA and ALF.

This position will be based out of the New York City ALF office but may require some travel for donor events. This position is fulltime with a competitive, comprehensive benefits package on par with similar organizations. The ALF Development Manager will work closely with the Development Fellow, a rotating assignment with the ALA campus team.

Primary Responsibilities

- Work with ALF and ALA Development team members to develop and communicate clear long- and short-term strategic plans, and implement and maintain a structured fundraising program.
- Manage and track a comprehensive pipeline of donors and prospects in the United States (primarily via Salesforce), as well as assisting the larger Development team in identifying new sources of funding
- Compose and prepare letters of inquiry, proposals, applications and reports as required for foundation, corporate and government grants and sponsorships in accordance with grant guidelines and deadlines
- Oversee and execute event planning for ALA donor events in the US
- Work closely with the Executive Director and other senior leadership in preparing for donor meetings
- Support internal administrative requirements for donor engagement including donor check collection, sending donor acknowledgement letters, responding to general email inquiries and other tasks as needed

Profile of Ideal Candidate

The ideal candidate will have the following:

- Strong work ethic and a commitment to the mission and growth of African Leadership Foundation
- Bachelor’s degree and three (3) or more years of professional experience in development, non-profit management, sales or new business development.
- Exemplary communication, writing and interpersonal skills.
- Exceptional attention to detail.
- Strong project management skills and ability to prioritize and manage multiple priorities without compromising quality.
- Excellent computer skills and advanced proficiency with Microsoft Office programs, including performing quantitative analysis in Excel.
- Salesforce.com expertise or experience designing and maintaining other information management systems
- The ability to create and modify financial reports and budgets as required by grant proposals and reports
- Flexibility and ability to work independently and as a team player with a wide range of constituents and colleagues.
- Ability to travel, with some evening and weekend work required.
- Experience working with political campaigns, capital campaigns and/or in independent school/university fundraising a plus.
- Experience in prospecting, cultivating, soliciting and stewarding major gifts a plus.

Reporting: This role reports directly to the ALF Executive Director and gives local guidance to the NY-based Development Fellow
Start Date: As soon as possible
Location: ALF Offices in New York City

To Apply

Candidates should submit a resume with cover letter by email to careers@africanleadershipfoundation.org with “Development Manager“ in the subject line. The submission should include contact information for at least three professional references. Interviews and background check will occur upon receipt and screening of application. Applications will be reviewed on a rolling basis. Early submission is strongly encouraged.