



JOB ADVERTISEMENT

ALUMNI MANAGER

The Young African Leaders Initiative (YALI) Regional Leadership Centre (RLC), West Africa (WA) Accra, seeks to engage an Alumni Manager to lead the Center's strategy to grow YALI alumni and alumni country chapters into vibrant, viable, and visible enterprises positioned to attract donor and investor support.

The YALI RLC WA Accra was set up in 2015 to provide leadership training and networking opportunities to young leaders from 9 West African countries. USAID is the key development partner, and the Ghana Institute of Management and Public Administration is the implementing partner. The Center provides training in Business & Entrepreneurship, Civic Leadership, and Public Management. The Center currently has up to 7800 alumni across a wide range of economic and social sectors, many of whom have innovated business and social enterprises to lead change in their communities and create jobs for other youth. The RLC works closely with three other YALI RLCs in South Africa, Kenya, and Dakar in its engagement with alumni.

The RLC's successes have brought it to a phase where cross-collaboration and a sense of connectedness; organizational strengthening and learning; and access to mentoring and funding are critical to the transformational change role that alumni and alumni chapters are positioned to play in their communities and societies.

The RLC seeks an ardent, versatile, and small enterprise-development expert with sub-regional experience, social media savvy, sustainability-consciousness, and a passion for developing Africa's youth to provide the leadership drive, pragmatic action, and resilience needed to bring YALI alumni and alumni country chapters to their full potential as agents of transformational change.

ROLE

The Alumni Manager will be responsible for the Center's strategy for strengthening alumni and alumni chapters as youth organisations and networks. This will involve building meaningful relationships with alumni and alumni chapters; supporting chapters underpin their internal relationships, management processes, and governance structures with YALI values; managing the RLC's small grant-making processes; brokering support to alumni to grow their

business and social enterprises; and supporting alumni chapters to self-organize for collaboration with other leadership programs and networks.

The Alumni manager will supervise at least one staff member. High professional and ethical standards, a problem-solving approach to challenges, analytical and strategic thinking, business acumen, and delivery excellence will be critical to the success of this role. This role being central to the Center's overall goals and theory of change, collaboration with other managers and close working with the Project Director will be required.

JOB DESCRIPTION

The Alumni Manager will carry out the following:

Maintain the Center's engagement with alumni

- Maintain communication with alumni chapter executives and members of alumni chapters.
- Develop and maintain alumni feedback mechanism.
- Lead alumni country chapter visits.
- Lead periodic alumni chapter executive meetings and capacity-building sessions.
- Coordinate Alumni Connect sessions.
- Maintain a presence on YALI cohort platforms and respond to alumni concerns via email, WhatsApp, in-person visits, and telephone.
- Work with managers for MEL, Curriculum & Content, and Communications for effective documentation and projection of alumni impact stories and lessons learnt.
- Collaborate with Communications and IT units in maintaining YALI AlmaBase.
- Coordinate all alumni events, including an alumni homecoming event, an alumni learning summit, alumni awards and recognition process, and job fair, with special attention to follow-up activities that emerge from these events.

Coordinate alumni chapter capacity-building process

- Oversee formalization of country alumni chapters, elections, and governance processes.
- Work with consultants and Curriculum team to carry out capacity assessment of alumni chapters.
- Oversee country-chapter alumni strengthening processes following the capacity assessments.
- Work with Curriculum team to design post training capacity-building programs for alumni.
- Mentor alumni chapters in strategic opportunities and small enterprise development.
- Mentor alumni chapter executives' efforts at building coherence and vibrancy of chapters.
- Support alumni chapters internalize leadership ethics and YALI values and principles.

Coordinate small grant-making process

- Coordinate meetings of grant-making committee and follow up on actions agreed.
- Orient alumni on grant opportunities.
- Provide empowering feedback to successful and unsuccessful applicants.
- Lead the Center's process of mentoring successful applicants as they implement funded projects.
- Work with MEL manager for monitoring of funded projects.
- Work with MEL and Communication managers for effective documentation and projection of outcomes of funded projects.

Support development of Incubation Hub concept

- Support the Center in developing the concept of an incubation hub for participants and alumni.
- Work with the Partnerships manager to build the Center's relationship with incubation hubs across the 9 RLC countries.

Coordinate alumni give-back program

- Support the finalization of a strategy for alumni give-back
- Collaborate with all managers to implement the strategy.

Support alumni networking with other youth networks

- Build and maintain the Center's relationship with fellows of the Mandela Washington Fellowship and other youth networks.
- Broker relationships between YALI alumni and other youth networks.
- Set up and facilitate YALI alumni cross-chapter platform.
- Collaborate with MEL manager to mobilize alumni around broad sectors.
- Encourage joint activities across above platforms, including joint research and development of policy briefs.

Support to decision-making and Continuous Learning and Adaptation

- Collaborate with the MEL, Curriculum, and IT managers to maintain integrity of the YALI alumni database, ensuring that it is updated at all times.
- Provide bi-monthly updates and analysis on state of alumni engagement in terms of visits to RLC website and social media pages, response to RLC newsletters, and cross country/cross RLC collaboration; emerging alumni opportunities; alumni feedback, challenges, and learning; and uptake and follow up on opportunities shared by the RLC.
- Advise Project Director on strategies and steps based upon the above.

YALI Africa role

- Serve as the Alumni Point of Contact on the YALI Africa Alumni Working Group.
- Represent the RLC effectively in YALI Africa discussions and working groups and articulate Centre perspective in close consultation with the Project Director.

YALI Legacy Localization (YALI LL) role

- Dedicate 10% of time per week to YALI LL activities.

Perform any other relevant responsibilities and tasks assigned by the Project Director.

EXPERIENCE & COMPETENCIES

- a. Minimum of Masters' degree in Business Administration, Finance, Organization Development, or related field with 5 years' progressive responsibility for relationship management and business development
- b. Sub-regional expertise in strengthening small and/or youth-owned business and social enterprises.
- c. Understanding of challenges encountered by small business owners and solutions available.
- d. Understanding of youth dynamics and a positive approach in working with these dynamics.
- e. Strong analytical skills.
- f. Mentoring and communication skills suitable for engaging youth and small enterprise owners.
- g. Track record in network building and multi-stakeholder engagement.
- h. Demonstrable event planning and organizational skills and ability to meet tight deadlines.
- i. Strong social media acumen and expertise in virtual interactive platforms.
- j. Excellent writing skills, including reports, speeches, and briefs.
- k. Ability to deliver on schedule, unsupervised, and under pressure.
- l. Ability to manage heavy load of emails and other forms of communication.
- m. Willingness to travel and work flexible hours, including evenings and weekends where needed.
- n. Flexibility and initiative, a positive attitude, ability to work independently, and skills for thriving in a team environment.
- o. Experience in working within the green economy will be an advantage.

APPLICATION PROCEDURE

- Interested applicants may submit their application letters, including their most recent Curriculum Vitae via email to the address below not later than **Wednesday, 21st August 2024**.
- Applicants should also arrange for letters of recommendation to be e-mailed directly from two (2) referees (one of whom should be their current or former supervisor) listed in their CVs, to the same email address:

**THE SECRETARY OF THE INSTITUTE
GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION
P. O. BOX AH50 ACCRA**

recruitment@gimpa.edu.gh

Closing Date Wednesday, 21st August 2024.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED