

Overview

Founded in 2016, the African Professional Network of Ireland (APNI) is a non-profit organisation run by volunteers that aims to connect, empower and foster collaboration between professionals of African descent and diverse origins living and working in Ireland. We do this through sponsored initiatives, programs, events and workshops that help APNI members add value in their places of work and community.

We are excited and honoured to invite you to apply for the APNI Executive Team!

APNI is committed to connecting, empowering and fostering collaboration amongst young african professionals in Ireland. Through collective hard work, dedication and commitment, we want to create respectful, influential, and impactful initiatives that are successful in helping us advance our mission.

All APNI Executive team applicants should be comfortable setting strategic vision and making decisions that affect the APNI Community at large. This includes working directly with the President and Vice President to ensure execution on core initiatives throughout the year.

Being a part of the APNI Team is a great opportunity to serve and add value to the African professional community impacting the inclusion landscape of corporate Ireland.

APNI Leadership Application Requirements

- Able to volunteer a minimum of 6 hours per week of your time to attend Exec meetings, and support with APNI events & initiatives
- Must be able to commit to 2 years to support the organisation
- At least one year experience in a non-profit organisation or volunteering experience
- Directors and Team Leads are expected to meet twice a month virtually and attend APNI Events
- Each role has its specific skills, background and experience requirements which applicant must meet to be considered
- Vetting process
 - Two reference letters (one from your current employer or university and one character reference from your teammate or colleague or network)
 - Background checks
- Please carefully read the roles and responsibilities below:

[Application form available here](#)

Open Roles: Board of Directors

1. [President](#)
2. [Vice President](#)
3. [General Secretary](#)
4. [Corporate Relations & Partnership Director](#)
5. [Finance Director](#)
6. [Marketing Director](#)
7. [Events Director](#)
8. [Membership Director](#)
9. [Public Relationship Director](#)

Open Roles: Executive Team

10. [Communications Director](#) (Reports to Marketing & PR Director)
11. [Webmaster](#) (Reports to President, Marketing & PR Director)
12. [Events Coordinator](#) (Reports to Events Director)
13. [Student Coordinator](#) (Reports to Membership Director)
14. [Membership Program Manager](#) (Reports to Membership Director)
15. [Career Day Program Manager & Lead](#) (Reports to President, Membership Director & Corporate Relations Director)
16. [Partnership Lead Account Manager](#) (Reports to the Corporate Relations & Partnership Director)
17. [Events Program Manager](#) (Reports to Events Director)
18. [Community Partnerships Manager](#) (Reports to the Corporate Relations & Partnership Director)

President

You are a strategic thinker and know how to lead and motivate a team. You are a key representative of APNI and are responsible for working with the Directors and Executive team to set the strategic direction of APNI and ensure the advancement of our mission.

Essential Functions:

- Formulate and implement the strategic plan for APNI, with a quarter-by quarter road map.
- Foster relationships and work with the APNI team, members, sponsors & partners to drive the strategy for advancing APNI's mission.
- Plan and determine budgets with the Finance Director; communicate budgetary plans to the Directors and the Exec Team.
- Lead exec meetings and quarterly directors meetings.
- Send comms from APNI as necessary.
- Organise exec team retreat/fun activity as appropriate.
- Perform other duties as needed.

Vice President

Similar to a Chief Operating Officer role. You are a strategic thinker but are execution focused. Supports the president as the representative of APNI and also responsible for working with the Executive team to set the strategic direction of APNI to ensure the advancement of our mission.

Essential Functions:

- Support the President to formulate and implement the strategic plan for APNI with a quarter-by quarter road map.
 - Foster relationships with sponsors & partners to drive the strategy for advancing APNI's mission.
 - Lead exec meetings and quarterly All-Hands meetings.
 - Organise exec team retreat/fun activity as appropriate.
 - Perform other duties as needed.
-

General/Company Secretary

Functions as the custodian of APNI's records, reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

Essential Functions:

- Provide advice and resources to the President, Directors & Exec Team on topics such as governance, organisational structure.
 - Ensure compliance with relevant statutory provisions such as the Charities regulator and the 2009 Charities act.
 - Ensure compliance with legal, good governance policies, controls and procedures.
 - Administer APNI Pulse Survey; analyse and present data, and identify and resolve key action items.
 - Plan and schedule quarterly All Hands and Leadership Meetings. Draft agendas and minutes for All Hands and Leadership Meetings.
 - Record and timely distribute Exec Team meeting agenda and minutes, ensuring accuracy and availability.
 - Send comms from APNI leadership as necessary.
 - Perform other duties as needed.
-

Corporate Relations & Partnership Director

Functions to develop and maintain relationships with key corporate stakeholders, particularly APNI sponsors

Essential Functions:

- Works closely with the President and Vice President to manage the "face" of APNI to past, present and future stakeholders
- Forges long-term relationships with corporate sponsors, companies and other external bodies which assist APNI in delivering value to members
- Work with other Directors on board to;

1. Garner financial sponsorships for APNI
 2. Gain the non-financial support of prominent individuals, corporations and companies (e.g. sourcing high-profile speakers and invitations to APNI events)
- In carrying out his/her function within the Society, the Corporate Relations Director, together with the President, serve as the chief deal makers and negotiators of APNI
-

Finance Director

Functions as the financial advisor and should know at all times the financial position of APNI.

Essential Functions:

- Work with APNI the President to plan yearly budgets for operational, strategic to manage Event budgets.
 - Provide the President & VP with regular budget updates and partner with the Exec Team to monitor financial health.
 - Work closely with Corporate relations director in assessing & securing sponsorship
 - Ensure that appropriate financial systems and controls are in place
 - Determine budgets with the President/VP; communicate budgetary needs to the President/VP.
 - Send comms from APNI--leadership as necessary.
 - Perform other duties as needed.
-

Marketing & Communications Team

Marketing Director

Functions to develop and direct internal and external marketing efforts aimed at increasing the value of the APNI brand.

Essential Functions:

- Design graphics / visual / audio for APNI campaigns, events, logos and website.
- Develop Voice / Style / Brand Guidelines for use by APNI exec.
- Optimise APNI's available media resources to facilitate better communication between APNI. and its members, as well as all external bodies
- Strengthens APNI's brand perception and monitors the representation of the APNI name in all outgoing material and communications
- Together with the President and PR Director, the Marketing Director will safeguard the positive image of APNI to the public
- Effectively and timeously marketing each APNI event or initiative
- Oversees any annual APNI publications which summarise successes over the year, should the committee wish to publish one
- Perform other duties as needed

Community Marketing Manager

Functions to develop and direct internal and external marketing efforts aimed at increasing the value of the APNI brand.

Essential Functions:

- Design graphics / visual / audio for APNI campaigns, events, logos and website.
 - Optimise APNI's available media resources to facilitate better communication between APNI and its members, as well as all external bodies
 - Engage with community at the events, proactively meet our APNI members through social media channels e.g. chats queries
 - Community outreach and blog contributions, collaborating with the communications director.
 - Strengthens APNI's brand perception and monitors the representation of the APNI name in all outgoing material and communications
 - Effectively and timeously marketing each APNI event or initiative
 - Perform other duties as needed
-

Public Relations Director

Essential Functions:

- Partner with Marketing Director & Communications Manager to devise creative public relations strategies that fit APNI vision
 - Develop effective APNI Event PR plans using appropriate strategies and tactics
 - Organise and coordinate PR activities
 - Use a variety of channels (TV, press, internet etc.) to maximise APNI Events exposure
 - Liaise with Marketing Director to ensure consistency in promoting APNI events
 - Arrange for interviews or public speaking events and construct press releases
 - Advise APNI on handling sensitive public issues to preserve reputation
 - Assess opportunities for sponsorships and other partnerships and manage relations
 - Analyse results of PR campaigns or efforts and prepare reports
-

Public Relations Manager

Essential Functions:

- Organise and coordinate PR activities
 - Use a variety of channels (TV, press, internet etc.) to maximise APNI Events exposure
 - Liaise with PR and Marketing Director to ensure consistency in promoting APNI events
 - Arrange for interviews or public speaking events and construct press releases
 - Assess opportunities for sponsorships and other partnerships and manage relations
 - Analyse results of PR campaigns or efforts and prepare reports
 - Perform other duties as needed.
-

Communications Director

Responsible for developing a strategic communications and marketing plan to improve awareness of

current and future activities, as well as highlight important achievements.

Essential Functions:

- Serve as Editor-in-Chief of APNI quarterly newsletter/blog
 - Partner with Webmaster to use existing and future technologies to facilitate a platform for communicating efficiently.
 - Manage the general correspondence sent by the Exec Team, except for such correspondence assigned to others.
 - Work with leadership teams to develop Member spotlights, separate from the APNI newsletter.
 - Moderate the APNI email on a regular basis; develop policies for use.
 - Create a shell for All presentations.
 - Develop uniform comms templates to be used by APNI members.
 - Send comms from APNI leadership as necessary.
 - Perform other duties as needed.
-

Webmaster

Functions to enhance the APNI community online experience by creating valuable content, simplifying navigation and ensuring fast, secure access and optimal availability for users.

Essential Functions:

- Establish a committee that generates local content for APNI media avenues.
- Develop and run workflows for management of APNI website and other forms of digital content, keeping in mind that it should be visually attractive and fully functional. Examples of needs:
 - Develop site structure
 - Maintain/improve function of APNI calendar, perhaps giving members the ability to display events by location.
 - Surface key metrics.
 - Provide web real estate for events.
 - Organise APNI pictures.
- Send comms from APNI--leadership as necessary.
- Perform other duties as needed.

Events Team

Events Director

Essential Functions:

- Work with the President, VP, Directors & Exec team to develop and finalise the event themes & objectives.
- Partner with Corporate relations director to ensure events have adequate sponsor support
- Overall Event Project Manager
- Leads Event agenda in team meetings and drive action items forward
- Responsible for overall success of APNI events
- Ensures feedback and evaluations are captured post-event

- Work with APNI Finance Director to manage Event budgets.
- Document lessons learned during the process for future usage.
- Ensures speaker & content timelines are on track
- Ensure content timeline and checklist are up to date from team
- Responsible for overall quality of Event content

Events Coordinator & Logistics

Essential Functions:

- Works closely with the Event Director & owns event strategy, communications, logistics.
- Provides overall support for event and event elements.
- Responsible for the event budget.
- Manage comms related to APNI events.
- Coordinate logistics such as venue, catering, equipment, and transportation.
- Collect pictures, impact metrics and event recaps for each event and roll this information into an Event Recap to be shared post event
- Form and oversee an event volunteer committee (if deemed necessary).
- Address issues or emergencies promptly during the event.

Events Program Manager

Essential Functions:

- Works closely with the Event Director & owns specific event strategy according to yearly calendar, communications, logistics.
- Provides overall support for event and event elements.
- Develop and manage event plans, timelines, and budgets.
- Coordinate logistics such as venue, catering, equipment, and transportation.
- Collaborate with stakeholders to align event goals with organizational objectives.
- Helps with content creation and speaker selection.
- Responsible for the event budget.
- Manage comms related to APNI events.
- Collaborate with the marketing team to design and implement promotional campaigns via email, social media, and other channels.
- Liaise with the partnership team, and media outlets for coverage and support.
- Provide clear and timely communication to attendees, vendors, and team members
- Collect pictures, impact metrics and event recaps for each event and roll this information into an Event Recap to be shared post event
- Form and oversee an event volunteer committee (if deemed necessary).
- Analyze event metrics and prepare post-event reports.

Membership Team

Membership Director

Strategic Role focused on leading key initiatives such as our mentorship programme.

Essential Functions:

- Voice of the members on the committee
- Work with program managers to design and manage programs that speak to community needs
- maintain membership records and update registrar of members.
- Work closely with events team to ensure we are speaking to the community adequately
- Monitor membership growth, who are they & how/why they are growing
- Work closely with the Finance Director to see how we can monetise members (Create a membership package)
- Work closely with the President & VP to partner with corporates for member added value

Student Coordinator

Essential Functions:

- Voice of the students
- Create a robust plan for student engagement
- Ensure our work is influenced by student needs and opinion and is articulated to the Board
- Represent and engage with students of all types of study across all universities and colleges across Ireland (E.g ASAI, ACS)
- Work with members to ensure the needs and opinions of students are at the forefront of membership packages.
- Ideal candidate will have established connections & influence within the student community
- Represent APNI at student events and report back on issues

Membership Program Manager

Essential Functions:

- Work with the Membership director to create and manage member programs such as a mentorship program and mental health program.
- Manage communications with all program stakeholders
- Coordinate
- Manage program timelines
- Liaise with events team to run impactful & targeted workshops/brunches/parties/for members (e.g Focus groups etc).

Partnerships Lead Account Manager

Essential Functions:

- Work with the Corporate Relations and Partnerships Director to build and maintain strong relationships with APNI partners, previous experience communicating with C-suite or senior executives. Maintain accurate records of interactions with corporate partners.
- Serve as the primary point of contact for corporate partners, addressing their inquiries and concerns promptly
- Collaborate with Event, Membership, and Program teams to understand partner needs and objectives. Work closely with marketing and design teams to ensure brand consistency and messaging alignment
- Tailor communication materials to effectively convey the value of partnership opportunities to corporate entities
- Utilise organisational tools like Excel and Trello for efficient task and project management.

- Strong leadership skills required; self-starter with ability to take initiative and thrive on your own and as part of a team.

Community Partnerships Manager

Essential Functions:

- Work with the Corporate Relations and Partnerships Director to build and maintain strong relationships with APNI community partners, previous experience communicating with C-suite or senior executives. Maintain accurate records of interactions with corporate partners.
- Act as the primary point of contact for community partners.
- Facilitate regular communication and updates with existing partners.
- Host meetings, workshops, or events to strengthen partner relationships.
- Collaborate with internal teams to integrate partnerships into organizational programs.
- Ensure alignment of partnership activities with organizational goals and objectives.
- Develop and implement joint initiatives, events, or campaigns.

We're entering a new year of growth and innovation, and we'd love for you to join our journey. If you're passionate about making a difference, consider volunteering with APNI!