



Dear Applicant,

I am delighted you are considering applying for the role of Alumni Relations Manager at Future of Ghana.

The Alumni Relations Manager is an exciting new role which will help shape and drive renewed engagement with our alumni network.

All our roles are voluntary with great benefits, please continue to read on to learn more about our organisation and this role to see if it's right for you.

Kind regards

Ben Anim-Antwi

Chief Operating Officer (COO)



WHO WE ARE:

Future of Ghana is a value driven organisation focused on building legacy. From our Board of Trustees to our volunteers, we believe the mobilisation of knowledge, skills and resources of Ghanaians at home and abroad play a pivotal role in the economic empowerment and job creation of young people and communities in Ghana. We aim to be an exemplary organisation in how we support nation building through our FOG Pillars and work with & advocate for young people.

OUR VISION:

Young Ghanaians globally uniting to drive positive change in Ghana, through innovation & collaboration

OUR MISSION:

To create platforms for young Ghanaians at home and abroad to connect, share skills and knowledge to impact Ghana's development

OUR VALUES:

- **INNOVATION:** We embrace new ideas, creative thinking and new technology in all of our work.
- **EXCELLENCE:** In everything we do, we strive for excellence to be our average.
- **Connecting GENERATIONS:** We seek to learn from and connect with the generations that have come before us and those to come
- **INTEGRITY:** We aim to be open, transparent and honest in how we operate, steward our resources and deliver our services
- **Building COMMUNITIES:** We build and empower communities through programmes and events; in collaboration with partners, funders and sponsors



WHAT WE DO - Our Pillars

Volunteering: We connect Ghanaians abroad with opportunities to collaborate with Ghanaians at home. We do this in two ways, facilitating short-term community-based volunteering and via skilled volunteering; matching Ghanaian professionals with specific needs, industries and organisations in Ghana

Livelihoods: In collaboration with Ghana-based partners, we deliver projects focused on entrepreneurship and job creation to empower economically marginalised young people and communities in Ghana

Community: We provide platforms that connect and empower the second & third generation UK based Ghanaian community to access credible information, advice and opportunities

Advocacy: We engage with and provide a voice for young people within our community and beyond so we can take intentional steps to ensure their voice helps influence decision makers in developing, amending and implementing policies in Ghana and our countries of operation

Alumni: We recognise and celebrate annual cohorts of Ghana's most promising, high performing global Top 30 Under 30 talent. We provide capacity building support for Alumni and connect them through digital platforms, events and projects



**FUTURE OF
GHANA**

Role profile:

Role title	Alumni Relations Manager
Department/Team	Alumni Relations Team
Reporting to	Chief Operating Officer (COO)
Direct reports	x1 Alumni Relations Officer, x1 Publication Officer, x1 Alumni Relations Support Officer
Tenure	Voluntary basis indefinite (<i>including a 3 months probation period</i>)

Purpose of role:

To manage all activities and relations of all alumni of the Future of Ghana top 30 U30 pioneers alumni network. The Alumni Relations Manager will lead on developing and managing engagement programs focused on increasing participation of pioneers in FOG activities and amplifying the organisation.

Main responsibilities:

1. Managing and motivating a small team
2. Develop and implement FOG's Alumni Relations strategy
3. Overseeing the Top 30 U30 nominations process alongside Chief Operating Officer
4. Developing a new award scheme to formally recognize our alumni past and present
5. Developing and planning engagement events for global alumni, in person and online
6. Overseeing liaison between the Alumni Relations team members and other FOG core team members to ensure that there is effective communication with colleagues on matters relating to alumni events, alumni group activities, Future of Ghana publications, web and email communication

Skills, experience and qualities needed:

- Analytical skills
- Good attention to detail
- Excellent organisational skills
- Have an interest in Ghana's development
- Good judgment and decision-making skills
- Ability to identify opportunities for improvement
- Ability to work independently and as part of a team
- Practical knowledge of the Data Protection Act and GDPR
- Ability to deal with confidential matters and act with discretion
- Significant experience in an alumni relations, fundraising, public relations or similar role
- Experience of devising a strategic plan and leading a team to implement it across an organisation
- Experience of delivering high-quality events and communications within a wider strategic framework
- Management experience, including leadership skills to inspire a team, support and develop individuals



- An articulate and confident manner in order to develop good relationships with and motivate current pioneers, acting as an Ambassadors on behalf of FOG

Support offered:

- 1:1 catch ups
- Advice and guidance
- Regular team conference call meetings

Benefits:

- Access to exclusive events
- Reference letter on request
- Invitation to team social meet-ups
- Exposure to Future of Ghana external networks
- Personal and professional development support

How to apply:

Please send a cover letter and a copy of your CV to info@futureofghana.com explaining why you would like to join the FOG team and what skills and experience you can bring to the role.