

# JOB DESCRIPTION

**Position:** External Relations Lead

**Summary:** Voluntary Unpaid Position

**Reports To:** Executive Director

**Effective:** ASAP

## Organizational Context

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The External Relations Lead is charged with driving Africa IQ's reputation through effective external stakeholder engagement with individuals, corporations and foundations. Reporting to the Executive Director, and working in close alignment with Africa IQ's management team, External Relations Lead heads the development and delivery of the organization's overall external engagement strategy in support of core initiatives. The role involves representing Africa IQ externally at the highest levels to support advocacy and campaigning activities. This is an exciting time for the organization as we build on success and look to further raise our public profile and impact.

## Key Responsibilities

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- Develop, own and drive Africa IQ's external relations strategy in alignment with organizational objectives and initiatives;
- Build and maintain high-level strategic relations with public and private sector key stakeholders both on and off the African continent to promote the organization's work, form partnerships, and potentially seek sponsorship;
- Manage and build Africa IQ's relationship with journalists and media outlets;
- External Communications: Identify opportunities and project the organization positively via news; emailers, features, articles and other channels to engage and update internal and external audiences;
- Identify opportunities to further Africa IQ's external impact.

## Core Competencies Required

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This is a varied role requiring excellent verbal communication skills with the ability to produce high quality press & communications materials. Must have confidence and the ability to deliver on multiple tasks in a dynamic environment whilst working with cross-functional and multicultural teams. Must be a self-starter with an entrepreneurial spirit able to work independently and demonstrate actionable results.