DIRECTOR, MEMBER RELATIONS
Washington, DC

OVERVIEW OF THE ROLE
Reporting directly to the CEO, the Member Relations Director manages IGD’s Member Relations Department, including the IGD Task Forces, membership, IGD Forums, IGD Leadership Council, and strategic partnerships. The ideal candidate will be skilled at relationship mapping and networking, with strong contacts within the African business community and experience with membership models and business development. The largest component of the position will be the management of the newly developed IGD Task Forces. The Member Relations Director will also manage the Member Relations Team, which will coordinate Task Force activities, plan IGD Forums, etc. The Member Relations Director must be confident, business-minded, self-motivated, proactive, enthusiastic, and enjoy working within a small, professional, and entrepreneurial environment that is mission-driven and impact oriented.

KEY RESPONSIBILITIES
1. Management of IGD Task Forces (60%)
   • Determine the structure of each Task Force
   • Recruit well-suited companies for existing and future Task Forces
   • Secure funding for Task Force projects
   • Build Task Force Team
   • Coordinate Task Force logistics and projects
2. Membership Management (20%)
   • Solicit annual member contributions from portfolio of current member companies
   • Recruit new members from CEOs and top managers
3. IGD Forums (10%)
   • Help with overall strategy and vision for all aspects of Forums
   • Oversee Member Relations Manager who will handle day-to-day management of the Forums
4. Leadership Council Management (10%)
   • Oversee management of the annual Leadership Council event, including sponsorship, content, and logistics
   • Work with External Relations Team to convert Leadership Council discussions into action through communications and advocacy

EDUCATION AND EXPERIENCE REQUIREMENTS
• BA required, advanced degree preferred
• Previous private sector experience preferred
• Professional proficiency in French a plus
• 10+ years work experience in business development, membership, sales, fundraising, or similar field
• Strong knowledge and connections with businesses and key players in Africa strongly preferred
• Previous experience working directly with high profile business unit heads and CEOs preferred
• Experience using Salesforce or other CRM database is an asset
• Excellent written and interpersonal communication abilities, including public speaking
• Strong analytical skills and outstanding project management and organizational skills
• Excellent team player and prefers collaborative work
Exceptional time management skills to meet deadlines while managing multiple tasks
Able to travel domestically and internationally and conduct calls with recruitment targets outside of normal business hours

ABOUT THE INITIATIVE FOR GLOBAL DEVELOPMENT
The Initiative for Global Development (IGD) is a nonprofit organization that drives poverty reduction by catalyzing business growth and investment in the developing world. US-based, world-centric, and Africa-focused, IGD brings together an influential network of senior executives from sector-leading companies with the interest and capacity to make strategic investments in high-need, high-potential areas of Africa. IGD promotes collaborative action, impact measurement, and investment in priority sectors in Africa, including infrastructure and power, agriculture, logistics, financial services, and cross-cutting areas such as skills and workforce development.

COMMENTS
• IGD offers an excellent benefits package that includes medical, dental, and disability insurance, 401K, and a transportation subsidy.
• IGD is an Equal Opportunity Employer (EOE)
• No phone calls please.

TO APPLY
Interested candidates should forward your application package to tnast@igdleaders.org with "Member Relations Director” and last name in the subject line. Applications will be accepted until position is filled. Your application package must include (incomplete applications will not be considered):
• Resume (maximum 2 pages)
• Cover letter
• Three professional references (with contact details)
• Minimum salary expectations