



**ELISA** APPLY  
ONLINE

# Member Relations Coordinator

**JOB OPPORTUNITY**

ELISA, (the Entrepreneurial and Leadership Initiative for Sustainability in Africa) welcomes applications from suitably qualified individuals who want to play an active role in the sustainable development of the African continent by advancing entrepreneurship.

**APPLY BY 29 Feb 2024**

## How to apply?

Submit an online application detailing why you are qualified to join our team as the ELISA Member Relations Coordinator. Include, a detailed Curriculum Vitae showcasing your experience and at least 2 references. Only candidates selected for interviews will be contacted. No phone calls

Apply online at: [elisanetwork.com/careers](https://elisanetwork.com/careers)

## Summary

Join ICPD as a Member Relations Coordinator. Help to identify and secure corporate and affiliate members. Leverage your experience in lead development and meeting sales targets.

Must have strong communication skills to build lasting member relationships and ensure ongoing engagement. If you're motivated, results-driven, and thrive in a team environment, we want to hear from you. Enjoy the flexibility of a home-based, remote schedule with occasional travel.

## Benefits include:

- ❖ Competitive monthly compensation with added performance-based bonuses
- ❖ All expenses paid trip(s) to ELISA event(s)
- ❖ Flexible work schedule
- ❖ Work remotely as part of a virtual team
- ❖ Ground-floor opportunity with a dynamic team, supported and funded by a well-established and successful global organization

## What skills + qualifications are required?

- ❖ Excellent verbal and written communication
- ❖ Fluency in English and French
- ❖ Must have a computer and stable internet access
- ❖ Must be highly proficient with Microsoft Office
- ❖ Proven sales or business development experience and strategic account management skills
- ❖ Ability to work independently with discipline
- ❖ Must be based in Africa

## What are the responsibilities?

- ❖ Secure Corporate and affiliate members
- ❖ Execute marketing campaigns, including researching contacts, scheduling zoom presentations and engaging members of the ELISA business network
- ❖ Encourage participation and manage corporate and affiliate member relations
- ❖ Collaborate with ICPD Executives & ELISA Committees
- ❖ Actively support planning for ELISA activities & events
- ❖ Stay updated on entrepreneurship & industry trends
- ❖ Adhere to ICPD policies and report sales results to ICPD Executives and the ELISA Advisory Council

## What is the ELISA Network?

The ELISA Network is an initiative established by ICPD (the International Centre for Professional Development), an NGO based in the United States of America. The mission of ELISA is to showcase Africa-focused entrepreneurs and leaders from across the globe, helping them learn from each other and transform their ideas into sustainable enterprises that create jobs in Africa.

The ELISA business network provides tools and resources needed to bootstrap business ventures. Our work supports and trains a cohort of high-potential entrepreneurs annually through the ELISA Scholars program and provides a platform for networking and learning through the ELISA portal and our virtual events. Our network is multi-sectoral.

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a program by

