



Chinese in Africa Africans in China Research Network

**Chinese in Africa/Africans in China Research Network
Executive Director Position
Call for Applications
August 2024**

Applications due 15 November 2024

Position Description

The Chinese in Africa/Africans in China Research Network is seeking a dynamic and experienced Executive Director to lead our organization through its evolving journey of growth and impact. The ideal candidate will have a strong background in China-Africa research and proven leadership in the nonprofit sector. The Executive Director will be responsible for strategic planning; securing funding; fostering and managing institutional partnerships; and overseeing all network activities, including conferences, workshops, and digital communications. This role requires exceptional organizational, communication, and networking skills, along with a commitment to advancing critical and constructive dialogue on China-Africa engagements. Special consideration will be given to candidates from the Global South. Please note: this is a part time remunerated position requiring an average of 10 hours/week. This position is contingent on renewal of funding.

Responsibilities

- Secure funding to support staff positions and the ongoing activities of the Network.
- Maintain regular communication with key stakeholders including the MSU-Network team, Executive Board, institutional partners, Local Network Chapters, and the Global Advisory Board (GAB).
- Schedule and hold meetings with the Executive Board and other key stakeholders.
- Provide periodic updates and reports to the GAB and other relevant parties.

- Collaborate with local organizing committees to host the bi-annual CA/AC conference, including fundraising, preparing calls for papers, and assisting with program development.
- Lead the organization of annual workshops, such as the Early Career Scholars' workshop and Writing-for-Impact workshop, in partnership with local hosts and institutional partners.
- Supervise and support media and communications efforts to ensure smooth operation of the Network's website, listserv, and social media platforms.
- Work with the MSU-Network administrative and financial teams to ensure proper handling of financial transactions and logistical arrangements.
- Assist in organizing Network panels for international conferences as needed.
- Ensure timely submission of official and financial documents, such as subscription payments and tax returns.

Required Skills

- Must be a current member of the CA/AC Research Network in good standing for at least 3 years, and/or have proven experience in the China-Africa research space.
- Demonstrated experience in a leadership role within a non-profit organization, either as a director or board member.
- Demonstrated experience in fundraising initiatives, including grant writing and securing funding from various sources.
- Strong leadership skills with the ability to inspire and manage a diverse and global team.
- Ability to work collaboratively and adapt to diverse cultural contexts.

Desired Skills

- Knowledge of volunteer recruitment and how to get individuals involved for the organization's success.
- Proficient in financial management, including creating and overseeing budgets using spreadsheet software (e.g., Excel). Exceptional organizational skills to manage multiple projects and priorities effectively.
- Excellent communication skills, both written and verbal, to effectively liaise with stakeholders and represent the Network.
- Strong networking skills to build and maintain relationships with institutional partners, members, and other key stakeholders.
- Ability to supervise and support media and communications efforts to ensure smooth operation of the Network's websites, listservs, and social media groups.

Please submit the following by 15 November 2024 to be considered for this position:

- Cover letter (indicating why you are applying for this position; relevant skills; knowledge of and experience in the China-Africa field; and why you should be considered)
- CV (include relevant experience, publications, grant/research funding; intercultural/interdisciplinary collaboration) maximum 5 pages.
- List of 3 referees

Please address your application to the Executive Director Search Committee, CA/AC Research Network, and email all documents as one PDF to:
caacresearchnetwork@gmail.com.

Please note that incomplete submissions will NOT be considered.