

# Ekemini Akpakpan

Nigeria

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## Summary

Ekemini Akpakpan is an effectiveness-oriented Administrator, who identifies growth opportunities and deploys strategic planning to deliver on the goals and objectives of organizations. She is resourceful and provides qualitative support for high performance among team members. Her knack for strategy development, human capital development, and resource allocation brings to bear in her organizational development prowess. She has 11 years of experience in the international development space

## Experience



### Head Of Operations

Women Impacting Nigeria

Jul 2021 - Present (8 months +)

#### ACHIEVEMENTS

- Institutionalization of processes including standard operating procedures across all departments.
- Collaboration with the Management team to develop a 3-year strategic plan in alignment with the organizational mission.
- Development and implementation of performance management systems including reporting systems, performance evaluation systems, staff development plan, and organizational culture.
- Development of programming including design and strategy to ensure outcomes are in alignment with the organizational strategic plan.
- Providing support to the Programs and Business Development team to attain the business objectives in the areas of proposal development, budget planning, donor relations, and program management.



### Fundraising Consultant

Paper Crown Rwanda

Feb 2021 - Jun 2021 (5 months)

- Drafting of Concept Notes, Grants, and fundraising proposals
- Grant Administration - including sourcing for donors, updating grants database, and documenting briefs.
- Facilitating Donor Relations across Africa.



### General Manager

African Women in Leadership Organisation (AWLO)

Sep 2018 - Apr 2021 (2 years 8 months)

- In-charge of the day-to-day administration of the African Women in leadership Organisation International Secretariat
- Institutionalization of Social Change Programs for women and girls. Including African Women in Leadership Conference, Next Generation Female Leaders Fellowship, Student leadership Club, and AWLO-500.

- Lead development of new business opportunities for the implementation of programs in international markets including South Africa, Rwanda, Sierra Leone
- Lead development of new programs portfolios in line with the strategic plan of the organization including AWLO-500 to increase female business leadership in the agri-food industry.
- Facilitation of programs support for AWLO's international conventions including HeforShe Africa Summit
- Organizational Development & Institutionalization of Organizational Processes and infrastructure; leading a constitutional review process to create clear structure and implementation of a matrixed organization.
- Development of Organizational Philosophies and Culture; to provide a strategic vision and unity within the organization.
- Lead institutionalization of systems including AWLO Youth Council to support the growth of the organization and reach new demographics
- Founding Team member of AWLO Leadership School (LLC); as member Board of Trustees.
- Provision of support for team members growth, performance management, and the environment of a learning organization; proven in high career growth.
- Institutionalization of the AWLO membership program for the effective retention and expansion of membership across 15 Countries.
- Lead strategic partnerships with stakeholders including Governments, Private Sector, and Civil Society Organization.
- AWLO Leadership School Management Consultancy - Facilitator NNPC Managers Portfolio
- Providing support to divisional heads across 15 Countries

**SLA Contributor**

SheLeadsAfrica.Org

Jan 2017 - Apr 2019 (2 years 4 months)

Leadership & Career content creation; for developing young women's competencies. Role entailed

Research

Curating Articles on exceptional Women in Leadership in Africa.

Article ideation and content pitch creation

Women's leadership column development



**Manager International Administrative Headquarters**

African Women in Leadership Organisation (AWLO)

Nov 2015 - Aug 2018 (2 years 10 months)

- Creation of a 1-year brand repositioning strategy. Including compelling brand communications, and online brand overhaul, leading to increased brand retention.
- Resource reallocation; leading to the founding of a global administrative infrastructure known as AWLO International Secretariat
- Facilitation of AWLO Magazine overhaul, as part of brand repositioning strategy
- Facilitation of administrative support to AWLO's local chapters; including programs and event support

- Creation of 'SheVoices' Campaign; A communications for Change Campaign, that rallied over 500 African Females and Celebrities via tv.awlo.org/shevoices

KAMDORA

## **Content Writer**

### **Kamdora**

Jun 2015 - Jun 2016 (1 year 1 month)

- Development of 'inspirational' content strategy - a daily women's personal development column; Girlifestyle
- Use of basic HTML formatting, Search Engine Optimization, Adobe Creative Suite in content deliverables
- Collaborating with teams to deliver on key performance indicators and organization's strategic goals



## **Executive Assistant**

### **Artin Taps**

Apr 2015 - Oct 2015 (7 months)

- Support MD/CEO in external communications, correspondence, and administrative tasks.
- Research, engagement, and facilitation of a Nigerian distributor-base to build supply-side capacity for the company
- Facilitation of investor acquisition to build company's faucet factory in Nigeria



## **Project Manager**

### **New Phase Charity**

2011 - 2014 (4 years)

- Creation of Concept Notes
- Design, implementation, and monitoring/evaluation of programs to provide better life and educational outcomes for adolescent girls.
- Budget planning and allocation of resources, for schools feeding programs, skills training, and school supplies for primary and secondary schools.
- Developing and managing stakeholder relationships, including high-level leaders in the education ministry, sponsors, civil society, and donors, for scholarships, schools feeding program, and furnishing of 20 school libraries.

## **Education**



### **University of Uyo**

Bachelor's Degree, Clinical Biochemistry

2006 - 2011

Actively involved in extra-curricular activities like Journalism, Presentation, On air hosting, and Radio Production.



### **Federal Government Girls College (FGGC) Ikot obio itong, Akwa Ibom State**

2000 - 2006



### **University of the People**

Bachelor of Business Administration - BBA, Business Administration

2018 - Present


## Licenses & Certifications

-  **Fundraising Essentials** - Acumen
-  **Policy Making: Ideas for a Better World** - British Council
-  **Setting Up a Non-Profit Board** - Philanthropy U
-  **Storytelling For Impact** - Philanthropy U
-  **Social Impact Analysis** - Acumen  
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-  **Essentials of Non Profit Strategy** - University of California, Berkeley, Haas School of Business
-  **DEVELOPING AN OPERATING BUDGET** - Philanthropy University
-  **Planing for Monitoring & Evaluation** - FHI 360

## Skills

Organizational Development • Change Management • Team Building • Leadership • Research • Training • Writing • Strategic Planning • Resource Allocation • Project Management

## Honors & Awards

-  **Forum for Young Professionals Honoree** - International Congress and Convention Association  
Nov 2018  
Selection for the Forum for Young Professionals, an annual delegation of 35 selected young industry professionals from a diverse array of backgrounds for educational, networking opportunities, social activities and guidance in the meetings industry from some of the most influential meetings industry figures for over 3 days.  
The FYP provides a wealth of knowledge, a stronger network within the meetings industry, and enhanced professional skills.
-  **Founder's Award African Women in Leadership Organisation** - The Founder, African Women in Leadership Organisation  
Jan 2018  
Award of Excellence