



**THE TONY ELUMELU FOUNDATION**  
**Employment Opportunity**  
**RESEARCH ASSOCIATE**

**ABOUT THE FOUNDATION**

The Tony Elumelu Foundation is an Africa-based and African-funded not-for-profit institution, dedicated to the promotion and celebration of excellence in business leadership and entrepreneurship across Africa. As a 21st century catalytic philanthropy, the Foundation is committed to the economic transformation of Africa through investments that generate both economic and social wealth in the African private sector.

Founded in 2010 by Tony O. Elumelu, MFR, the Foundation identifies and grooms business students, young entrepreneurs and CEOs of African corporations at various stages of their development. It seeks to use African capital and leadership to create a pipeline of entrepreneurs, while also supporting imaginative business leaders whose ideas can create sustainable employment and foster regional partnerships.

As an African based and funded institution, The Foundation provides a particularly relevant African perspective. It works to ensure that African firms are represented and professionally equipped to compete in the global mainstream of business.

In all that it does, the Foundation is guided and supported by a committed advisory board who themselves represent excellence in the African and international business worlds.

For more information visit: <http://tonyelumelufoundation.org/>

**POSITION SUMMARY**

The Research Associate supports the strategy and programmatic initiatives for The Tony Elumelu Foundation as it catalyzes impact in the African private sector. The Research Associate plays a critical key role in supporting, shaping, developing and implementing new and ongoing opportunities for the Foundation. The Research Associate will develop and manage the Foundation's



data driven research to fill the significant gaps that currently exist in relation to a full understanding of the African businesses driving Africa's growth. The ambition is for the research products from the Foundation to become the benchmark data on the African private sector.

The Research Associate will have primary responsibility in developing, managing, analyzing, and reporting on databases related to various categories of fast growing African businesses across the continent. In addition, the Research Associate determines, recommends, and structures the appropriate method of research to investigate specific business issues or problems and provides inputs towards solutions for the African private sector. He/she designs research projects to collect information for use in the identification and analysis of program solutions. The Research Associate also works with third-party research vendors to assist in identifying the best approaches. The Associate designs research studies and programs to enhance the Foundation's competitive positioning in providing tangible solutions for the African private sector.

The successful candidate will be comfortable working in a team-setting in an entrepreneurial environment, providing structure to projects and ideas, interpreting data and enjoying the power of information, sharing information and insights, engaging in ongoing intellectual exchange and being ruthlessly results-oriented.

The position is based in Lagos, Nigeria and reports to the Foundation CEO.

**Responsibilities include but are not limited to:**

- **Building the Benchmark Database for African businesses:** Utilizing all existing data sources, the Associate will build the pre-eminent database on the fast growing African businesses that are driving the continent's economic transformation.
- **Primary Research:** Conducting in-depth primary research using the range of methods, ability to develop a range of research methods - surveys, focus groups, gather exploratory and specific data, strong interviewing and communications skills and can engage with stakeholders from various cultures, in addition to analyzing results and turning them into actionable inputs and outcomes
- **Writing:** Contributing to the Foundation's publication and articles based on findings of the research



- **Project Management:** Ability to provide strong leadership in managing programs from inception to execution, ability to follow up on tasks, provide structure, manage to tight deadlines.
- **Representation and public speaking:** Representing the Foundation at key forums and publicly presenting research findings in academic and other relevant conferences.

## **CRITERIA FOR SUCCESS**

We seek highly motivated people with outstanding credentials and a strong record of professional accomplishment. In addition, we place high value on:

- A lifelong learner with an eagerness to work in a creative, dynamic mission-driven environment
- Flexibility, resourcefulness, responsibility, tenacity, independence, energy, humility and self-confidence
- A proven ability to think analytically, critically and possesses the agility to translate ideas and insights into action through coherent and viable initiatives
- Strong organizational skills, and the ability to manage and structure multiple tasks
- A results oriented, entrepreneurial person who is a self starter that can work independently, as well as in teams
- Demonstrated strong people skills, including the ability to manage complex relationships with various stakeholders
- Exemplary communication skills, both oral and written including the ability to
- Strong time management proficiency
- Sound, mature judgment and integrity

## **REQUIREMENTS**

Advanced degree in business administration, public policy, international relations, and/ or economics or other social sciences, with course work and experience in strategy and management consulting, research methods, business writing and case writing experience; proven ability to collect, organize, and analyze data. Experience in building and managing complex data sets required along with demonstrated comfort with complex Excel, Access, and other database programs. Fluent oral and written English; comprehension of French and/ or Portuguese a plus.



The Tony Elumelu Foundation

Interested applicants should send a resume and cover letter to Gloria Eluma at [gloria@tonyelumelufoundation.org](mailto:gloria@tonyelumelufoundation.org)