

Job Description

1. **NAME:**
2. **POSITION TITLE:** Global Alliance for Sustainable Feminist Movements, Communications Lead.
3. **POSITION CLASSIFICATION:** C/D
4. **LOCATION:** Flexible
5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

Reporting to;	
5.1 Direct Reporting Line	Reporting Areas
Resourcing Feminist Manager	
5.2 Functional Reporting Line	Reporting Areas

- *Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.*

Reported by;	
5.3 Direct Reports	Reporting Areas
None	Not applicable
5.4 Functional Reports	Reporting Areas
None	Not applicable

- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
- *Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.*

6. OVERVIEW

The **Global Alliance for Sustainable Feminist Movements** is an emerging multi-stakeholder initiative focused on exponentially increasing and improving financial and political support for women's rights and feminist organizations and movements. Currently hosted by AWID, the Global Alliance brings together

governments, private philanthropy, women's / feminist funds and feminist civil society to increase and improve resources for feminist movements and build political support for and the visibility of diverse feminist movements, agendas, and policies. .

The Global Alliance for Sustainable Feminist Movements, Communications Lead is a full time role focused on building, executing, and assessing communications strategies for the Global Alliance. This is a fixed term (12-month) position with possibility of renewal or extension.

7. MAJOR RESPONSIBILITIES

Strategic Communications and Online Platforms

- Develop and implement a creative communications plan for the visibility of the Global Alliance, including its launch and engagement with traditional media in a wide variety of global contexts
- Develop and oversee the Global Alliance's communications strategy by engaging with and learning from its Members / Constituents about what drives funding changes and increases political support for feminist movements
- Build communications processes, policies, and procedures for the Global Alliance in cooperation with the governing bodies and the Members / Constituents of the Global Alliance, as well as staff of the Secretariat and host organization
- Actively identify opportunities using traditional and social media to build political support for feminist movements, reach new audiences, and fortify support among existing stakeholders
- Work with internal and external stakeholders to identify and develop themes, schedules, content, logistics, and outreach strategies for the Global Alliance, including building and managing relationships
- Develop and manage the online digital strategy and content for the Global Alliance which includes a vibrant and engaging website and social media channels
- Oversee the creation and implementation of a branding and visual identity guide for the Global Alliance
- Ensure efficient translation of content into Spanish, French, and other languages, in cooperation with AWID staff

Documentation, Publication, and Reporting

- Oversee development of all publication materials and their dissemination to the relevant audiences, including liaising with external consultants as needed and coordinating with other Global Alliance staff
- Develop and disseminate key messages, blogs, talking points, e-newsletters and any additional materials, as needed
- Identify other opportunities to collect and use content, as appropriate

Public Events

- Lead and manage external activities and engagement related to the Global Alliance's plan of work
- Actively identify opportunities to build political support for feminist movements, reach new audiences, and fortify support among existing stakeholders through public events
- Coordinate with technical and logistics support for events, such as interpreters, closed-captioners, and other vendors

Measurement, Evaluation, and Learning

- Develop an internal and external communications learning agenda that measures and documents communication strategies
- Contribute to the Global Alliance's overall MEL strategy and work, including contributing to its initial design

Organizational Processes

- Promotes an organizational culture that values learning, generosity, care, and commitment to quality
- Relationship building: holds, develops and maintains relationships with Global Alliance partners and allies
- Financial Management: develops, manages and adheres to the budget and other initiative resources, ensuring adherence to financial controls, and financial and organizational policies and procedures.
- Project Management: Overall coordination, implementation, monitoring, and (as required) evaluation of project

Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organization such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of a staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.

POSITION SPECIFICATIONS:

Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism, anti-oppression.
- Focus on the Big Picture and Overall Strategic Framework for Development
- Transparency and Accountability
- Critical thinking and analysis
- Strategic risk management
- Build strong Interpersonal relations from the role

Essential Knowledge, Skills, Abilities and Experience

- Extensive experience in developing and implementing communication strategies and plans for global organizations or campaigns
- Experience in developing and managing successful communication campaigns
- Ability to work in fast-paced, rapidly changing environment with diverse stakeholders
- Excellent interpersonal understanding, relationship building and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning and relationships
- Strong written communication skills including editing and analysis in English; Spanish or French language skills a distinct advantage
- Strong verbal communication in English, able to convey information clearly, concisely and in a compelling way and strong public speaking abilities
- Demonstrated capacity to coordinate projects and establish focus (develop, communicate, monitor and evaluate) operational plans with multiple deliverables and deadlines and ability to plan, organize and lead the implementation of plans and processes

- Demonstrated capacity to think strategically and analytically; expertise in complex problem solving, decision making and critical thinking skills
- Highly computer literate.
- Ability to work remotely as part of a virtual team
- Ability to travel internationally (approx. 4 weeks per year if / when international travel resumes)

Desirable Knowledge, Skills, Abilities & Experience:

- Specialized experience in related areas such as digital marketing, media, campaigning and information technology
- Courses or certificates in Communications, Marketing, Women's/Feminist Studies, Coaching
- Preference for bilingual applicants (English and Spanish or French). Additional languages desirable.