

Job Description

1. **NAME:**
2. **POSITION TITLE:** Building Feminist Economies (BFE) Initiative- Lead (Parental Leave Cover)
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
Manager of BFE Initiative	All matters
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 Building Feminist Economies (BFE) Initiative Lead (Parental Leave Cover) is a fixed term full time position under direct supervision of the Manager of the BFE Initiative. The initiative is rooted in the realization that in order to achieve gender justice we need to strengthen feminist efforts to challenge corporate power and to transform the roots of the economy on local and global levels for systemic change. The initiative aims to deepen our understanding of corporate power and the ways women, queer folk, movements and communities in all their diversity are resisting the neoliberal model, as well as to amplify the feminist and just economic visions, models and practices. The team positions its work as an effective contribution to bringing about just economies where people and nature can thrive.

The BFE Initiative Lead leads strategic development and implementation, and/or coordinates specific projects, activities and products, provides direction and support with prioritization of BFE work, and extends consistent support to other staff in the Initiative. Externally, the BFE Initiative Lead builds partnerships and alliances and liaises with movement partners for collective co-creation around feminist and just economic visions, models and practices. In addition, the Lead contributes to the BFE research and communication components as well as contributing to AWID cross-organizational work.

7. MAJOR RESPONSIBILITIES

Project Leadership and Management

- Leads on development of project strategies, in resonance with the AWID's strategic goals and objectives
- Leads the development and implementation of project activities and products, and supports and/or co-leads on related and interconnected projects and/or activities for the BFE Initiative
- Represents AWID in key external spaces of influence, including global and regional convenings, to present the analysis produced by the BFE initiative, and/or strategize with key partners and allies to push the boundaries of feminist economic imagination.
- Designs and implements MEL plans for the relevant projects and activities, in collaboration with PMEL Lead;
- Monitors relevant project budgets in coordination with the BFE Manager and Finance team.
- Provides oversight and strategic direction for relevant projects within the scope of the role and relevant cross-team work, and ensures cross-team and cross-organizational coherence and connection of the work with other AWID initiatives and tactics.

Movements Support and Alliance Building

- Ensures that the relevant BFE Initiative projects and activities are strategic and relevant for feminist movements, their needs and demands
- Maintains BFE strategic partnerships and team relationships and ensuring their alignment with AWID Strategic Plan, reflection of priority movements and organizational Membership & Constituency Engagement Strategy
- Co-organizes, conceptualizes and prepares online (if and when will be possible in pandemic circumstances: offline) AWID-led convenings with relevant movements, and participates in meeting facilitation as needed
- Builds and strengthens relationships by maintaining regular virtual communication with selected groups and movements as relevant for implemented strategies and projects,, in coordination with the BFE team and other teams in AWID.
- Represents AWID in feminist movements spaces and convenings with regards to feminist macroeconomics, feminist economic alternatives and related areas as needed

Information and Communications

- In coordination with the relevant teams, develops knowledge-sharing materials such as audiovisual products, guidebook, briefings or Op-eds for specific audiences to advance and popularize BFE's messages
- Drafts and contribute to development of the communication materials from the overall BFE Initiative and related projects (reports, briefings, Op-eds, and others)
- Supervise the work of the consultants, liaise for translations, and with the ICM team
- In collaboration with the ICM team, helps prepare detailed production schedules—including timing of consultant contracts, draft reviews and comments, final editing and proofreading, translation, design, printing, and dissemination—for the Initiative's information products
- Updates and maintains the program's database of contacts, compiles publication and information distribution lists

Research and Knowledge Building

- Leads on the development and implementation research and knowledge building initiatives as needed to ensure that BFE strategies and projects are properly grounded in current movement conversations on feminist approaches to the economy
- Keeps up-to-date with feminist economic debates in key movement spaces and contributes original analysis aligned with AWID SP, research and publications as relevant..
- Researches and develops materials to keep Feminist Economic Realities Project partners up-to-date on current issues and opportunities to strengthen exchanges and support mobilizing on alternative feminist approaches to the economy.

Organizational Processes

- Actively participates and contributes to the BFE Team coordination and planning meetings
- Participates actively in AWID organizational meetings, working groups, or committees
- Develops professional development objectives, monitors individual work plan, timesheets, staff expenses, and other HR and admin requirements, as needed
- Maintains collaborative relationships with staff across AWID to facilitate contact and communication
- Ensures the timely and effective implementation of deliverables linked to individual work plans, including all activities, reports and evaluations

Organizational leadership, Team development and support

- Promotes an organizational culture of high performance, constructive feedback and continuous improvement that values learning and commitment to quality
- Provides support, guidance and coaching to the team as applicable
- Contributes to the development of a high quality team in the organization through participation in recruitment, evaluation and career development
- Contributes to shared leadership and participatory processes
- Participates actively in organizational meeting venues (staff meetings) and relevant Working Groups
- Seeks guidance and work towards setting and meeting own SMART performance objectives
- Develops and monitors individual work plan documenting timelines, requirements and deadlines
- Maintains collaborative relationships with staff across AWID to facilitate contact and communication
- Explores new ideas for improving management of duties, and enhancing own capacity
- Carries out any other relevant tasks as required by, and mutually agreed with the manager

Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organisation 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 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.
- Transparency and Accountability
- Critical thinking and analysis
- Strategic risk management
- Build strong and genuine Interpersonal relations
- Self awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- At least 5 years experience:
 - working with non-profit organizations and/or feminist/social movements based in the Global South
 - contributing substantively to movement and alliance building
 - working in a multicultural team
- Experience with advocacy initiatives and influencing strategies
- Demonstrated experience with alliance-building and partnership development among diverse actors and political agendas
- Familiarity with international and regional feminist, women's rights and gender justice organizations, associations, and networks
- Strong analytical skills and original approach to conceptualizing interrelations among economic justice and feminist / gender justice agendas
- Demonstrated capacity to think strategically, expertise in complex problem solving, decision making and critical thinking skills, displays good judgment
- Demonstrated project management experience; ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines
- Strong verbal and written communication skills including conveying messages clearly and editing text in English; Spanish, French or other language skills an advantage
- Ability to work in dynamic and responsive environment with diverse stakeholders
- Knowledgeable about economic justice issues within global and regional contexts
- Excellent interpersonal understanding, relationship building and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning and relationships
- Understands the feminist and social justice movements in various contexts, current and historical.
- Committed to the principles and values of feminism, social justice, human rights and anti-racism
- Able to travel internationally (approx. 4 weeks per year/if and when international travel resumes)
- Able to work remotely as part of a virtual team

Desirable Knowledge, Skills, Abilities & Experience:

- University degree in social sciences, or equivalent in community-based or other knowledge processes
- Academic courses or community learning in women's/feminist studies, economics studies or human rights considered an asset
- Preference for bilingual applicants (English and Spanish or French). Additional languages are desirable.
- Knowledgeable and comfortable with using social media tools
- Background in feminist and social/economic justice activism