

Job Description

1. **NAME:** Vacant
2. **POSITION TITLE:** Director of Membership & Constituency Engagement
3. **POSITION CLASSIFICATION:** E
4. **LOCATION:** Flexible
5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

Reporting to;	
<u>5.1 Direct Reporting Line</u>	<u>Reporting Areas</u>
Co-Executive Directors	All matters
<u>5.2 Functional Reporting Line</u>	<u>Reporting Areas</u>
Director of Programs	All program matters
Director of Finance Operations and Development	All operational, financial and development matters

- *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;	
<u>5.3 Direct Reports</u>	<u>Reporting Areas</u>
MCE Manager	All matters
Forum Manager	All matters
<u>5.4 Functional Reports</u>	<u>Reporting Areas</u>
Initiative Managers	All MCE matters
Director of Programme	All MCE matters
Director of Finance, Operations and Development	All MCE matters

- *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 MCE Director is a member of AWID's senior management team and plays a leadership role in AWID's membership and constituency engagement work to see that:

1. AWID is experienced as a responsive, relevant global feminist community; members proactively seek to engage AWID, and in turn mobilize in response to AWID's offerings and opportunities for mutual support and solidarity;
2. A range of priority constituencies identify with and are reflected in AWID's mission and programmatic agendas;
3. There is growth (both in terms of quantity, but primarily quality) of individual and institutional membership and constituency engagement, in line with the aspirations set out in the strategic plan.

This is a new role within the organization that responds to the growing importance AWID is placing on our capacity to proactively build and sustain relationships with and among our members and priority constituencies. This includes strategizing, planning, and managing activities and services that provide value to members and promote membership growth. AWID's current strategic plan (which ends in 2022) identified land-based movements, workers movements, and movements for sexual rights and bodily autonomy as our priorities. At the same time, our work strives to center groups led by women, trans and intersex people directly affected by compounding oppressions and at the forefront of challenging these oppressions. This includes those engaged in informal work and Black, Indigenous, young, LGBTIQ and disabled women.

MCE activities are embedded across all of AWID's work, while MCE as an area serves to support this work and pursue other priorities, including activating members around solidarity or influence opportunities, as well as organizing AWID's flagship International Forum and other major organizational events.

Working together with the Director of Programmes, and the Director of Finance, Operations and Development, the MCE Director supports the Co-Executive Directors in ensuring that the organisation is impactful, resilient and further developed to pursue AWID's mission in as sustainable a manner as possible.

7. MAJOR RESPONSIBILITIES

- Provide leadership and expertise for the operationalization of AWID's strategic plan to ensure achieving MCE and organisational outcomes.
- Provide leadership in ensuring that the Membership and Constituency Engagement programmatic work substantively and effectively advances strategic goals, is highly relevant and responsive to context of feminist movements globally, and is aligned with organizational priorities and values

- Oversee strategy development, implementation, monitoring and evaluation for AWID's Membership & Constituency Engagement with appropriate delegation to managers and direct reports.
- Oversee strategy development, implementation, monitoring and evaluation for AWID's Forum.
- Ensure strategic alignment, synergy and cross-team integration among MCE and tactics teams as well as across the Initiatives, Communications, Membership & Constituency Engagement, operations and other AWID teams
- Actively participate in the leadership of the organization, including participating as an active member of the Directors Team, providing valued input on critical problems, working with others to address programmatic, human resource, financial, legislative issues as they arise to ensure that AWID is effective in achieving its desired outcomes as well as undertaking itself as a strong feminist organization
- Provide both strategic and operational advice to the Co-Executive Directors and senior leadership team on AWID's work in areas under oversight.
- Support AWID staff in enhancing their capacities for planning, monitoring and evaluation, feminist leadership and other general competencies critical for AWID's strong functioning.
- Drive a robust, meaningful learning agenda that facilitates continuous improvement in AWID's work and effectively contributes to feminist movement-building

More specifically:

7.1. Provide leadership and expertise for the operationalization of AWID's strategic plan to ensure achieving program and organisational outcomes..

- 7.1.1. Actively participate in the leadership of the organization, including participating as an active member of the Directors Team, providing valued input on critical problems, working with others to address programmatic, human resource, financial, legislative issues as they arise to ensure that AWID is effective in achieving its outcomes as well as undertaking itself as a strong feminist organization.
- 7.1.2. Hold an overarching view of the MCE area, and assess organizational needs to ensure that AWID systems are enabling the organization to deliver on its work and meet its accountabilities while staying true to its principles.
- 7.1.3. Oversee the relevant functional teams in designing and deploying various organizational learning and development programs, tools and change processes that facilitate improved organizational performance and strengthening AWID's practices as a feminist organization.
- 7.1.4. Promote an organizational culture of high performance and continuous improvement that values learning
- 7.1.5. Oversee strategic alignment, information-sharing and maximum synergy between the MCE functions and other AWID teams by ensuring functional teams active participation in meetings and liaising with other initiative teams, managers and directors as required.

- 7.1.6. Ensure political and operational integration across the work of the MCE area, maximising opportunities for cross-thematic work, thinking and propositions
- 7.1.7. Advance the MCE area strategic objectives by networking and sharing information with relevant external stakeholders (donors and feminist, women’s rights organizations and other social justice actors) in different select spaces and regions of the world.
- 7.1.8. Develop and maintain ways of working that facilitate strong cross-team interaction within the Initiatives and between them and Tactics as well as other organizational areas
- 7.1.9. Proactively identify, manage and mitigate risks to the organization and its board members working closely with the Co-Executive Directors and management team
- 7.1.10. Prepare and deliver public presentations, articles and/or other media products as required to convey highlights coming out from the MCE work, in line with the strategic objectives for external audiences

7.2. Oversee strategy development, implementation, monitoring and evaluation for AWID’s initiatives with appropriate delegation to managers and direct reports.

- 7.2.1. Oversee AWID's Membership and Constituency Engagement work by;
 - i. Providing strategic vision, direction, guidance and input to the work of the MCE area including in strategy implementation and the development of systems and procedures in alignment with the overall organisational strategic vision and priorities.
 - ii. Giving leadership to the research, design and implementation to advance MCE strategic objectives as they relate to:
 - Member recruitment
 - Relationship building with priority constituencies
 - Member engagement and retention
 - Responsiveness to crises or other major contextual shifts
 - iii. Overseeing and ensuring the relevant managers are responsible and accountable for the cumulative annual functional area budgets, in adherence with all relevant policies and procedures of AWID in achieving program objectives
 - iv. Ensuring matters relevant to the MCE area are discussed at the Directors Team level in ensuring functional priorities and strategies are communicated both ways.
 - v. Providing direction and guidance to reporting teams in the development of systems and procedures, including monitoring and evaluation and learning, to support AWID’s mission and its impact in accordance with donor guidelines and AWID priorities, policies and procedures.
 - vi. Providing direction and guidance to reporting teams to ensure timely and effective implementation of MCE area deliverables, including all products, outputs and all activities, reports and evaluations.
- 7.2.2. Contribute to the annual budgeting process and ensure strong alignment with annual planning and AWID’s defined strategic goals.

- 7.2.3. Ensures adherence to approved budget and all internal financial policies and procedures, including timely submission of quarterly and annual budget and variance information
- 7.2.4. Oversee the provision of proactive, in-depth thematic analysis, to enhance the organization's leadership and MCE impact, as well as the necessary management reports; conduct regular planning, monitoring and evaluation in collaboration with AWID staff teams.
- 7.2.5. Oversee the assessment, monitoring and communicating of AWID's MCE area health and practices to a variety of stakeholders, including the leadership team, the Board, funders and AWID's movement partners.
- 7.2.6. Provides MCE teams with appropriate leadership, support, training and mentoring for effective project management, work prioritization, and work planning
- 7.2.7. Supports the Co-Executive Directors in relationship building with relevant funders, and manages select funder relationships that are relevant to the area's scope of work

7.3. Oversee strategy development, implementation, monitoring and evaluation for AWID's Forum.

- 7.3.1. Lead the development, in collaboration with the Directors Team, of the vision and strategic direction for the next AWID Forum (both in terms of form and content)
- 7.3.2. Lead the planning and implementation of the strategy for AWID's International Forum, to meet the established desired outcomes. This strategy likely includes:
 - A preparatory process that engages Forum participants
 - Open call for session proposals and the related processing of submissions to select Forum sessions
 - Attention to Forum methodology and process to maximize engagement and creativity in the space to advance desired outcomes
 - "Access Fund" to provide travel scholarships to the Forum
 - Developing and coordinating AWID-led programmatic components of the Forum
 - Post-Forum follow-up and activities, including monitoring and evaluation of the forum
- 7.3.3. Manage relationships and collaborative work with the Forum Planning committee(s) and other Forum advisors and partners, as well as broader member and constituency engagement around the Forum.

7.4. Staff management, development and support

- 7.4.1. Lead, mentor and provide strategic direction (with transparency in decision-making) to reporting staff (directly and functionally) who may be working remotely in multiple locations across multiple time zones.
- 7.4.2. Set explicit annual performance objectives for those staff reporting directly and identify development goals.
- 7.4.3. Provide guidance and coaching to those staff reporting directly in enabling them to meet their performance objectives, deal with conflict constructively and put attention to team well-being.

- 7.4.4. Provide regular feedback on performance of reporting staff (directly and functionally) relative to AWID's overall outcomes and specific desired program outcomes.
- 7.4.5. Contribute to the development of a high quality MCE team in the organisation through participation in recruitment, evaluation and career development.

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

- Commitment to intersectional feminism and its implications for organizational practices and anti-oppression.
- Understanding diverse forms and realities of feminist movement organizing locally and globally
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Attention to detail
- Build strong and genuine interpersonal relations
- Coaching and developing teams
- Self awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- More than 10 years of progressive experience and five years of experience in a similar role or roles responsible for overseeing, developing and implementing membership and constituency engagement strategies and plans for large and diverse organizations
- Demonstrated experience in leading a complex, multi-stakeholder, high stake convening or program
- Excellent organisation skills with extensive experience in project and program management, ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines; ability to plan, organize and lead the implementation of plans and processes
- Demonstrated capacity to think strategically and analytically, with expertise in complex problem solving, decision making and critical thinking skills, displaying good judgement.
- Demonstrated capacity to network and build strategic alliances internationally with feminist or other civil society organizations and other external stakeholder groups
- Strong familiarity with feminist theory and women's rights frameworks
- Strong financial management acumen; budgeting and financial analysis
- Experience in human resource management; ability to work with a diverse and virtual team and engage team members, build consensus, and build high performance teams
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment

- Experience with community management of online interaction platforms and apps
- Stress management; ability to manage role demands
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Slack and Asana)
- Ability to travel internationally (approx. 6-8 weeks per year) if context allows.

Desirable Knowledge, Skills, Abilities & Experience:

- Specialized experience in related areas such as communications, digital marketing, campaigning and information technology
- Training or facilitation experience
- Preference for bilingual or trilingual applicants (English, Spanish and French, Arabic, Russian, Mandarin)
- Experience of shared leadership models of work