



Job Description

1. **NAME:**
2. **POSITION TITLE:** Manager - Alliance for Feminist Movements
3. **POSITION CLASSIFICATION:** 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
The Alliance Steering Group (external)	All matters
Director Operations, Finance & Development	All administrative 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
Communications Lead, Alliance for Feminist Movements	All matters
Programs Lead, Alliance for Feminist Movements	All matters
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 Manager - Alliance for Feminist Movements is a full time leadership position responsible for managing the Secretariat for the Alliance and providing strategic and feminist leadership for the team to develop, implement, and evaluate the key strategies and related work plans approved by the Alliance's membership and Steering Group .

The Alliance for Feminist Movements, whose Secretariat is currently hosted by AWID, is a multi-stakeholder initiative aimed at increasing and improving the quality of resources supporting feminist movements, as well as mobilizing political support for diverse feminist movements.

7. MAJOR RESPONSIBILITIES

- The provision of strategic leadership for the development and implementation of the Alliance's programmatic strategy and related projects and activities, in alignment with Alliance principles and its ways of working,
- Hold a bird's eye view of all the Alliance's ongoing and upcoming work to maintain its strategic focus, ensure the coherence with the directions of the Steering Group and connection with the membership of the Alliance
- Providing feminist leadership, direction, support and mentorship for the Alliance team, while proactively supporting their well-being, sustainability and creative engagement with an eye for growth of staff capacity and responsibilities
- Report to and liaise with the Alliance's Steering Group on behalf of the Alliance Secretariat, including supporting the Steering Group's quarterly meetings, preparing financial and programmatic reports with the Secretariat, fundraising on behalf of the Alliance, and coordinating with Steering Group co-chairs, as needed.
- Hold, develop, and maintain relationships with the Alliance's stakeholders that are relevant and key for the strategic implementation of the Alliance's plans.
- Proactively coordinate with AWID leadership on Alliance financial reporting and administrative matters.
- As needed, represent the Alliance externally in public-facing events.

More specifically:

7.1. Management of Alliance Secretariat

- 7.1.1. Responsible for development and implementation of Alliance strategies and related work plans, including the development, monitoring of indicators and other mechanisms to evaluate the work and its achievements, in coordination with the Steering Group
- 7.1.2. Develop, monitor, and adhere to the Alliance's budget, ensuring adherence to host organization's financial controls, and financial and organizational policies and procedures
- 7.1.3. Ensure the timely and effective implementation of Alliance deliverables, including all projects/activities, reports and evaluations
- 7.1.4. Provide leadership and share information and knowledge on Alliance strategic priorities among internal and external stakeholders
- 7.1.5. Determine staffing needs of the Alliance secretariat, presenting proposals to the Steering Group for approval and leading related recruitment and onboarding processes

7.2. Steering Group Support and Liaison

- 7.2.1. Organize quarterly Steering Group meetings, preparing relevant background materials and ensuring their timely distribution, in coordination with Steering Group co-chairs

- 7.2.2. Ensure documentation of and follow-through on agreements made during Steering Group meetings
- 7.2.3. Lead the periodic elections process to recruit the Steering Group, and proactively manage orientation and departure processes on the Steering Group, in close coordination with the Co-Chairs
- 7.2.4. Assist the Steering Group to undertake an annual self-evaluation to support strong functioning of that group.

7.3. External Relations & Advocacy

- 7.3.1. Leads development and oversight of the Alliance's advocacy strategy, including definition of key relationships to pursue and strengthen.
- 7.3.2. Ensures appropriate alignment and coordination among Alliance stakeholders taking part in Alliance-related advocacy and external relations
- 7.3.3. Proactively monitors the external landscape to identify critical emerging issues and actors that are relevant to the Alliance's objectives and advocacy priorities
- 7.3.4. Advance the Alliance's strategic objectives by networking and sharing information with relevant external stakeholders (from across the sectors represented in the Alliance, building and maintaining strong relationships in a manner consistent with the Alliance's shared principles and commitments
- 7.3.5. Represents the Alliance externally, preparing and delivering public presentations, articles and/or other media products as required to advance the Alliance's objectives

7.4. Team leadership, development and support

- 7.4.1. Promote a culture of high quality performance and professional development and growth that values learning, shared leadership and teamwork and is grounded in values of intersectional feminism and anti-oppression.
- 7.4.2. Lead, mentor and provide strategic direction to reporting staff who may be working remotely in multiple locations across multiple time zones
- 7.4.3. Model and facilitate wellbeing practices
- 7.4.4. Facilitate Alliance Secretariat team coordination meetings as a means to ensure information is shared among team members, to provide guidance and coaching to the team, to ensure that deliverables are being met and the Secretariat work plan is up to date, and realistic
- 7.4.5. Set explicit annual performance objectives for those staff reporting directly and identify development goals
- 7.4.6. Provide regular feedback on performance of reporting staff relative to the Secretariat's priorities and objectives

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.
- 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 - across the Alliance's stakeholder groups
- Selecting, Coaching, Appraising & Developing Staff
- Influencing & Resolving Differences Across Boundaries
- Self-awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- More than 7 years of experience in a similar role with at least 4 years within a non-profit development, gender, human rights and/or funding organization.
- Extensive experience in project and program management, research, and/or advocacy; 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, displays good judgment.
- Demonstrated capacity to network and build strategic alliances internationally with government, private philanthropy, women's funds, women's or other civil society organizations, and other external stakeholder groups.
- Demonstrated capacity with advocacy (and strategies aiming to influence the policy and/or practice of relevant stakeholders), external relations and negotiations.
- Strong donor and funder management experience (including both public and private funders); familiarity with the current funding landscape for women's rights, gender equality and justice, and its diversity, including characteristics of different funding sectors.
- Good relationships both with key donors for women's rights, gender equality and justice, and international and/or regional feminist and women's rights organizations and networks.
- Strong financial management acumen; knowledge of accounting procedures and protocols, 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
- Ability to travel internationally (approx. 6-8 weeks per year)

Desirable Knowledge, Skills, Abilities & Experience:

- University degree (or equivalent informal education/relevant experience) in social sciences, women's rights, not-for-profit administration, international development, or other related field
- Familiarity with elements of feminist theory and women's rights frameworks
- Training or facilitation experience
- Demonstrated experience mobilizing resources for feminist, women's rights or gender justice work
- Multilingual – Spanish, French, Arabic or Russian ideal

- Courses or certificates in project management, initiative design and evaluation, or non-profit fundraising
- Experience of shared leadership models of work