



Job Description

1. **NAME:**
2. **POSITION TITLE:** Alliance for Feminist Movements, Programs 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
Alliance for Feminist Movements, Manager	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 **Alliance for Feminist Movements**, 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.

The Alliance for Feminist Movements, Programs Lead is a new full time role focused on building, executing, and assessing the Alliance's pillars of work currently defined as innovation labs, strategic coordination, and advocacy and communications in partnership with the other members of the Alliance Secretariat team and the Alliance's Steering Group and membership. This is a fixed term (12-month) position with possibility of renewal or extension.

7. MAJOR RESPONSIBILITIES

Project management and coordination

- Develops, in collaboration with the Alliance Manager, clear project work plans in line with the Alliance's strategy
- Ensures effective implementation of the workplan and high-quality deliverables including all activities, products and other related outputs
- Develops, manages and adheres to project budgets, ensuring adherence to financial controls, and financial and organizational policies and procedures
- Coordinates and works in collaboration with Alliance Secretariat & Steering Group members to ensure clear communication and division of responsibilities with associated roles and timelines;
- Develops and implements monitoring, evaluation and learning plan to track and record relevant evaluation data on Alliance projects and activities
- Participates and contributes to Alliance Secretariat team coordination and planning meetings;

Community and relationship building

- Actively liaises with and supports Alliance members to facilitate their engagement in Alliance activities and agendas;
- Organizes and coordinates strategic dialogues to further the Alliance's objectives, balancing the roles of the various sectors that make up the Alliance;
- Uses digital and other media to facilitate community-building; learning, sharing and exchange among Alliance members
- Maintains a strong external profile and relationships to encourage potential new members of the Alliance;
- Liaises with Alliance members who are leading related national, regional or thematic-based work under the Alliance umbrella, supporting Alliance working groups as required;

Advocacy

- Develops targeted advocacy materials (such as presentations, briefings, op-eds) for different audiences, in line with the Alliance work plan priorities;

- Actively contributes to Alliance advocacy through building and maintaining relationships with relevant stakeholders and proactively identifying opportunities for influence
- Represents the Alliance in relevant policy and advocacy spaces to advance the Alliance's objectives

Team Leadership, Development and Support

- Promotes a team culture that values learning, generosity, care, and commitment to quality
- Participates actively in team processes
- Develops and monitors individual work plan documenting timelines, requirements and deadlines
- Carries out any other relevant tasks as required by, and mutually agreed with the manager

Measurement, Evaluation, and Learning

- Develop an internal and external programs learning agenda that measures and documents the Alliance's pillars of work
- Contribute to the 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 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 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

- 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:

- 5 years of experience in a similar role with at least 3 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
- Preference for bilingual applicants (English and Spanish or French). Additional languages are desirable.