

## Job Description

2. **POSITION TITLE:** Lead - Membership Engagement , Alliance for Feminist Movements

3. **POSITION CLASSIFICATION:** C/D

4. **LOCATION:** Remote

5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

Reporting to	
<b>5.1 Direct Reporting Line</b>	<b>Reporting Areas</b>
Alliance for Feminist Movements Co-Directors	All matters
<b>5.2 Functional Reporting Line</b>	<b>Reporting Areas</b>

- *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	
<b>5.3 Direct Reports</b>	<b>Reporting Areas</b>
None	Not Applicable
<b>5.4 Functional Reports</b>	<b>Reporting Areas</b>
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 (AFM) is a multi-stakeholder initiative that brings together governments, private philanthropy, women's/feminist funds and feminist civil society to increase and improve

the quality of resources supporting feminist movements, as well as mobilize political support for diverse feminist movements. Currently hosted by AWID, the AFM's day-to-day work is facilitated by a three-person Secretariat. The Membership Engagement Lead is a role based on a 28-hour per week work schedule which is focused on strengthening the AFM's engagement with its more than 400 members located worldwide. This is a three-year donor funded position that starts with a preliminary 12-month contract. This role requires flexible work across different time zones, especially in the Central Standard Time and Eastern Standard Times.

#### **Overview of the Position:**

The Alliance continues to strengthen its commitment to building a strong and engaged relationship with our membership to collectively build a case to mobilize resources for feminist movements. The Membership Engagement (ME) Lead is a position established to play a key role in outreach and relationship building, developing comprehensive engagement strategies with members especially focused on feminist civil society. The ME Lead will also play as a key liaison role between membership, key programs, and the Alliance's steering group.

The ME Lead will report directly to the AFM Co-Directors.

## **7. MAJOR RESPONSIBILITIES**

- Ensure the delivery of all donor-funded activities relevant to membership engagement in partnership with AFM Secretariat staff with a primary focus on organizing in-person convenings and dedicated online spaces around key events such as Women Deliver in 2026 and annual meetings of the Commission on the Status of Women, among others
- Work with the AFM Secretariat to identify priorities most relevant to movements and reaching out to potential new constituencies, supporting alignment and minimizing overlaps in communication
- Provide support for AFM members and other civil society partners to attend strategic events in which funding priorities are set, including managing travel expense reimbursement.
- Lead membership and constituency outreach for select priority constituencies, establishing new relationships as relevant, or picking up existing contacts
- Develop a membership engagement strategy to be updated annually in partnership with key AFM members and with input from the Steering Group
- Develop key programmatic work related to the AFM's work plan priorities to engage and benefit AFM's membership

### **Organisational leadership, development and support**



- Promote an organizational culture of high performance and professional development and growth that values learning and teamwork
- Facilitate cross-team meetings as required to ensure information-sharing and further joint work objectives
- Participate actively in organizational meetings and committees

### **Key Functional Areas**

- Management of membership activities, including workshops and learning opportunities for AFM's members
- Membership and partner relations
- Event management, both virtual and in-person
- Travel support program management

### **POSITION SPECIFICATIONS:**

#### **Essential Values and Competencies**

- Feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism and anti-oppression.
- Transparency and accountability including clear project management
- Self-awareness and insight and ability to build strong interpersonal relationships
- Critical thinking and analysis

#### **Essential Knowledge, Skills, Abilities & Experience**

- At least 5 years of experience in a similar role within a gender, human rights, and / or activist organization
- Understanding different forms of feminist and social justice organizing, cultures, and structures of different movements
- Experience in project and program management; ability to meet multiple deliverables and deadlines; ability to plan, organize and lead the implementation of plans and processes; and excellent attention to detail
- Excellent written and verbal communication in English, with a strong preference for multilingual candidates, especially Spanish and / or French
- Demonstrated experience in developing and implementing membership engagement strategies, preferably within a feminist or women's rights organization

- Demonstrated experience of event design and management, both virtually and in-person, and / or training or facilitation experience, both virtually and in-person
- Demonstrated capacity to think strategically and analytically, with expertise in problem solving, decision-making and critical thinking skills, displays good judgment
- Ability to work with a diverse and virtual team with multiple identities from across the globe
- Strong expertise in the use of various software and a high level of computer literacy (Google G Suite, instant messaging and virtual team collaboration software, such as Slack, MailChimp)

**Desirable Knowledge, Skills, Abilities & Experience:**

- University degree or equivalent experience in social sciences, women's rights, not-for-profit administration, or other related field
- Demonstrated capacity to network and build strategic alliances internationally with feminists, women's rights organizations, donors, and/or other civil society organizations and other external stakeholder groups
- Existing relationships with donors for women's rights, gender equality / justice, and international and/or regional feminist and women's rights organizations and networks
- Experience with donor-funded projects, including narrative reporting and measurement and evaluation

**Other Requirements:**

- Ability to travel internationally (approx. 2-3 weeks per year) if context allows.
- Candidates would be expected to work in the range of Western Hemisphere working hours.

*Please Note: The above JD contains the main responsibilities and duties of this position. However in a new organisation such as the Alliance for Feminist Movements 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.*