Job Description
FRIDA | Young Feminist Fund - General Co-Coordinator
Posting August 2013

Detailed description of each job function

Shared Strategic Leadership and Coordination
- Co-Responsible for the development and implementation of FRIDA’s strategic plan, annual plans and related work planning
- Delegate appropriate responsibilities and duties to staff, interns, and volunteers and monitor implementation
- Co-Responsible for engagement with the FRIDA Advisory Committee including selection of new members and planning convenings with Advisors
- Represent FRIDA in international, regional or local venues;
- Expand the profile and networks of the Fund;
- Maintain existing, and develop new relationships with key strategic allies and partners including women’s funds and other regional international feminist organisations.

Resource Mobilization and Constituency Building:
- Secure FRIDA’s annual budget through institutional and individual fundraising including proposal writing, direct donor meetings, and online fundraising campaigns
- Build FRIDA’s role in expanding resource mobilization for young feminist organizing through donor education and influencing philanthropy.
- Further develop FRIDA’s Communication Strategy and adhere to its implementation including developing various communication products and campaigns
- Continue to build FRIDA’s online presence using a broad range of social media tools and platforms (including Facebook, Twitter, Tumblr, Wordpress, YouTube and others) to develop the Fund’s constituency and engagement with other partners in the movement.

Share Operations & Governance:
- Monitor and streamline financial and administrative systems
- Develop and monitor the Fund’s annual and multi-year budgets
- Manage relationships with AWID and FCAM
- Determine, in consultation with AWID, FCAM, and current Advisory Committee, FRIDA’s future governance structure and take necessary steps to secure FRIDA as an independent Fund.
- Provide regular reports and ensure accountability to FRIDA’s governing body (as defined).

Support other Co-Coordinator in Design and Coordination of Grant-making and Capacity Building:
- Implement and further develop existing policies for grant-making and adjust them as needed for future grant cycles in coordination with Advisory Committee;
- Oversee grantmaking process including the Fund’s call for proposals, decision-making and grants administration
- Maintain ongoing relationships with FRIDA grantee partners in the regions closest to location and expertise
- Implement capacity building program with FRIDA grantee partners; adjusting and developing them in response to grantees’ needs.
QUALIFICATIONS:

Required Experience:
- Four or more years of activism with young feminist organizations/initiatives working for women’s rights, including at least two years in a leadership role

Required Qualifications and Knowledge:
- Experience working in the Global South
- Knowledge about resource mobilization and fundraising
- University degree or related experience in women’s human rights, non-profit management, international development, community development, women’s leadership, women’s studies or a related social science field
- Knowledgeable about challenges and good practice for multigenerational organizing

Required Expertise & Skills:
- Strong interpersonal skills including proven ability to provide leadership to a team and work in a team environment
- Demonstrated ability and interest in resource mobilization and fundraising from institutions and individuals
- Strong project management experience; ability to develop, monitor and evaluate a project plan with multiple deliverables and deadlines. Ability to plan, organize and lead the implementation of plans and processes
- Demonstrated capacity to think strategically with strong skills in critical thinking and complex problem solving; displays good judgment; flexible and open to new ideas and ways of working
- Demonstrated commitment to equality and non-discrimination
- Public speaking and group facilitation skills
- Experience using electronic communications to facilitate network building, information-sharing and discussion
- Experience managing budgets
- Excellent written and oral communication
- Fluency in English
- Ability to work independently and remotely

Desirable expertise and skills:
- Three to five years experience in a grant-making or donor institution focused on women’s rights, gender equality, young women and/or youth
- Experience supervising and managing staff
- Experience in starting up an organization
- Proficiency in at least one of the following languages: French, Arabic, Russian
- Previous experience working as part of a virtual team