

**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