

Resource Mobilization Officer

Full time position

Location: Flexible, to be negotiated with final candidate and preferably in Global South

Closing date: Wednesday, April 8th, 2015 (or until position is filled)

ABOUT FRIDA

Founded in 2010, FRIDA | The Young Feminist Fund is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the **collective power, expertise, and innovation** of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- **Provides small flexible grants** to fund initiatives led by young women and trans* youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- **Offers opportunities for capacity development** that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- **Mobilizes resources** from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- **Builds knowledge for advocacy** to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls and trans* youth.

JOB SUMMARY

FRIDA is fortunate to have had a number of progressive institutional donors support women human rights that provide core and/or multi-year support during its founding years. A major objective over the next few years is to secure funds from donors that traditionally fund youth, but that many young feminist activist groups have not been able to access. Almost all of FRIDA's income comes from the United States and Europe, and we are looking to cultivate new opportunities in the growing philanthropic sectors of Asia, Middle East, Latin America, and Sub-Saharan Africa. FRIDA currently has 3 full time staff, with one Co-Director dedicated to resource-mobilization and communications.

The **Resource Mobilization Officer** will play a lead role in key aspects of FRIDA's resource mobilization work especially in donor research, grant writing and reporting. It will also include cultivating and managing relationships with institutional and major individual donors, and supporting the creation of knowledge pieces to demonstrate FRIDA's impact. The Officer will represent FRIDA at meetings and strategic gatherings, and contribute to FRIDA's strategic planning, development and administration.

The Officer will be supervised by a Co-Director and work closely with the Finance and Administration Manager and Program Officer for Monitoring, Evaluation, and Learning (currently being recruited), as well as a Communications Officer (to be recruited in coming months). As a small organization, the Officer will work closely with all staff team members.

This position is a full time position. The location of the position is flexible and will be negotiated for where the applicant is legally able to reside. The salary for this position is competitive, and commensurate with experience.

RESPONSIBILITIES

Resource mobilization

- Work closely with FRIDA Co-Director to implement FRIDA's resource mobilization strategy, focusing on grants and major gifts (5000 USD+).
- Carry out the full range of activities required to prepare, write, and submit grant proposals and reports to individual, foundation, and corporate sources, including, but not limited to:
 - Researching potential funding opportunities and analyzing Calls for Proposals
 - Writing and editing letters of intent, concept notes, and grant proposals for submission, including assembling all required documentation.
 - Writing, editing, and overseeing the completion and submission of reports on existing grants.
 - Coordinating donor grant restrictions and reporting preferences.
 - Collaborating with the Program Team Members to gather information to demonstrate the impact, trends, successes, challenges, and learning from FRIDA's programs as well as that of its grantee partners.
 - Collaborating with the Finance and Administration Manager to prepare financial budgets and reports for donors as needed.
- Stay up to date with current resource mobilization trends relevant to young feminist organizers in order to identify prospects for FRIDA and share opportunities with FRIDA's community of grantee partners and larger network of young feminist groups.
- Help to produce content for FRIDA's website, newsletter, and other special communication pieces, such as the Annual Report (especially until new Communications Officer is hired).
- Support the adoption and implementation of FRIDA's new Salesforce database by assisting in the migration of data, entry of new data, and integration with other platforms.

Knowledge-building for advocacy

- Work closely with Co-Directors to implement a comprehensive strategy for FRIDA's advocacy and contribute to creation of annual work plans, especially where related to resource mobilization opportunities for the Fund.
- Support management of FRIDA knowledge building and learning projects related to understanding the Fund's impact and contribution to change.

Coordination and other related tasks

- Support FRIDA Grantee Partners to increase their skills and capacity in resource mobilization, and provide advice as needed.
- Support implementation of FRIDA individual donors program, giving circle program, and any online giving campaigns and initiatives.
- Organize events and provide logistical support as needed.
- Travel and represent FRIDA at regional or global meetings as needed.
- Adhere to the existing resource mobilization policies and strategies and develop them as needed in coordination with FRIDA's Board, Advisory Committee, and Grantee Partners.
- Participate in FRIDA's strategic thinking and planning for program directions and initiatives.
- Other duties as assigned.

QUALIFICATIONS

Required Experience

- At least two years experience in resource mobilization (fundraising/development) related to activism, women human rights, gender or development.
- Demonstrated experience of grant writing and reporting for social justice, women human

rights, or international development organizations.

- Experience working on women's rights and/or youth issues and organizing in the Global South.

Required knowledge

- University degree, or equivalent training/experience, focus in international development, community development, nonprofit management, human rights, or a related field preferred.
- An understanding of women human rights, feminism, advocacy and the donor environment around women's rights.

Required Expertise & Skills:

- Excellent written and oral communication skills.
- Fluency in English and fluency or high proficiency in a second FRIDA language (Spanish, French, Arabic, or Russian).
- Proficiency in Microsoft Office and familiarity with online technology and information management systems and databases.
- Comfort in working with a diverse team, dispersed around the globe in various time zones.
- Willingness and ability to travel internationally.
- A great storyteller and good sense of humor.

Desirable:

- Demonstrated experience and success in crowd funding platforms and online fundraising
- Experience working in women's funds or an organization with staff in multiple countries.
- Knowledge of Salesforce database.

HOW TO APPLY

Please send:

- 1) Cover letter (addressing how you meet the necessary qualifications and outlines why you want to work for FRIDA)
- 2) Resume or CV
- 3) List of three references

E-mail: recruitment@youngfeministfund.org

Please include Resource Mobilization Officer in the subject line.

Because we are a small team:

- No phone calls please.
- Only email applications will be accepted.
- We thank all who apply, but only shortlisted candidates will be contacted.

FRIDA encourages, promotes and supports diversity in all aspects of its work. Young woman and transgender youth under the age of 28 are strongly encouraged to apply.

To learn more about FRIDA, please visit our website at <http://youngfeministfund.org/>