

# Resource Mobilization Consultant

**Type:** Part time position, 80%/4 days a week until 31st December 2018, would possibility of extension.

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

**Closing date:** Sunday April 8, 2018 (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

Since its founding, FRIDA has been very fortunate to initiate and secure partnerships with diverse institutional donors committed to girls', young women's and trans youth's human rights through core and multi-year support. As our budget continues to grow, our objectives are to maintain and deepen our current partnerships. We also want to continue to leverage diverse resources across geographies to resource young feminist activism.

FRIDA currently has one Co-Director dedicated to Resource Mobilization, Advocacy and Communications and one Senior Resource Mobilization Officer.

This position will play a supporting role in key aspects of FRIDA's resource mobilization work especially in grant writing, reporting and donor research. A key component of this role will be to work closely with various Programs team members to assemble data and stories on the impact of FRIDA's grantee

community. The role will also include helping to cultivate relationships with institutional and major individual donors, and supporting the creation of knowledge, opinion, and advocacy pieces to demonstrate FRIDA's impact.

A secondary part of this role will be to provide writing support towards FRIDA's Advocacy and Communication objectives - focused on convincing individuals and institutions of the unique impact of young feminist organizing.

The Resource Mobilization Consultant will be supervised by Senior Resource Mobilization Officer, and work closely with the Finance team, the Monitoring, Evaluation, and Learning Officer, the Communications Officer, the Advocacy Officer, and Program Team members.

This is a consultancy position and is part time (%80) for a fixed term until 31st December 2018 with possibility of extension. 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**

- Support range of activities required to prepare, write and submit grant proposals and narrative reports to individual and institutional sources, including:
  - Support the writing and editing of concept notes, and grant proposals for submission, including gathering all required documentation.
  - Support the writing, editing, and overseeing of the completion and submission of narrative reports on current grants.
  - Support the coordination of donor grant restrictions and reporting preferences.
  - Collaborate with the Finance Team members to prepare financial budgets and reports for donors as needed.
- Work closely with the Grantmaking and Capacity Development 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.
- Support data collection and analysis systems, including use of Salesforce database and Impact Mapper.

### **Communications and Philanthropic Advocacy**

- Provide crossteam writing support to Communications and Advocacy Teams, including one-page pitches, stories, designs etc.
- Assist in producing content for FRIDA's website, newsletter, and other special communication pieces, such as the Annual Report and impact reports.
- Help to develop tools and resources for funders on how to improve engagement with young feminists.
- Support the dissemination of research pieces through multiple methods such as data visualization, writing, op-eds, and storytelling.

### **Coordination related tasks**

- Help to organize events and provide logistical support as needed.
- Travel and represent FRIDA at regional or global meetings as needed.

- Participate in FRIDA's strategic thinking and planning for program directions and initiatives.

## Qualifications

### Required experience and knowledge

- University degree, or equivalent training/experience, focus in gender studies, international development, community development, human rights, or a related field preferred.
- An understanding of women's human rights, LGBTI rights, feminism, advocacy and the donor environment around women's rights.
- At least two years experience in resource mobilization (fundraising, relationship building, etc.) related to activism, women human rights, gender or development.
- Experience in grant writing and reporting on women's human rights.
- Experience working on women's rights and/or youth issues and organizing in the Global South.

### Required skills

- Excellent written and oral communication skills.
- Fluency in English and fluency or high proficiency in a second FRIDA language (Spanish, French, Arabic, Mandarin, Portuguese or Russian).
- Comfort in working with a diverse team, dispersed around the globe in various time zones.
- Willingness and ability to travel internationally.

### Desirable

- Proficiency in Google Drive, Microsoft Office and familiarity with online technology and information management systems and databases.
- Experience in creation of resource mobilization and philanthropic advocacy materials for campaigns and donor engagement.
- Engagement with major individual donors (\$500+).
- Experience with giving circles (creation, management, coordination).
- Knowledge of database platforms such as Salesforce and Impact Mapper.
- Experience in online giving campaigns and initiatives.

## 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](mailto:recruitment@youngfeministfund.org). Please include "Resource Mobilization Consultant" 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 women and trans youth under the age of 30 are strongly encouraged to apply.

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