

## Sr. Resource Mobilization Officer

### Full time position

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

**Start date: Immediate**

### 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 fortunate to have a rapidly growing budget due to positive interest from diverse donors. As our budget continues to grow, our objectives are to continue cultivating new partnerships while maintaining and deepening our current partnerships. In particular, FRIDA is entering a new Strategic Plan and chapter where increased attention should focus on strategies for partnerships in new sectors and geographies for FRIDA.

This position will play a leadership role in key aspects of FRIDA's resource mobilization work especially in developing strategies and managing new and current partnerships. They will oversee but also be required to support cultivation, grant writing, and reporting. They will support the strengthening of systems to improve workflow and processes in a virtual office environment and encourage communication and collaboration between team members.

The Resource Mobilization team currently consists of one Resource Mobilization Officer (currently focused especially on Individual Donors), an interim Resource Mobilization Coordinator, and a Co-Executive Director who is responsible for the overall management and strategy of FRIDA's Resource Mobilization efforts. The team interacts with all members of FRIDA, and especially collaborates with FRIDA's other Co-Executive Director (responsible for Programs), Advocacy Officer, Communications Officer, and Sr. Finance Officer.

In addition to the new Strategic Plan to be completed in 2019, FRIDA will also be going through a Leadership Transition in 2019, and we seek a Sr. Officer for Resource Mobilization who is excited and willing to work through this period of change. This is key opportunity for strong, exemplary, and innovative, leadership. They would play a lead role in overseeing the Resource Mobilization Team and have a senior 'duty of care' to the staff, communities, and organization during this time

and beyond. We seek someone with a commitment to promoting young feminist leadership at FRIDA and creative ideas on how to build a healthy feminist organization.

## **RESPONSIBILITIES**

### **Resource mobilization**

- Work closely with FRIDA Co-Executive Directors to develop, implement, and monitor FRIDA's resource mobilization strategy, policies, and annual work plans.
- Personally cultivate, maintain, and nurture relationships with major individual/institutional donors and solicit support as needed
- Oversee other staff and/or carry out the full range of activities required to prepare, write, and submit grant proposals and reports to individual and institutional donors including but not limited to:
  - Researching potential funding opportunities and analyzing Calls for Proposals
  - Writing, editing, and/or approving letters of intent, concept notes, and grant proposals for submission, including assembling all required documentation.
  - Adhering to donor grant restrictions and reporting preferences.
  - Collaborating with the staff members to gather information needed for reporting.
  - Writing, editing, and/or approving the completion and submission of reports on existing grants.
  - Collaborating with the Finance and Administration Manager to develop budgets and reports for donors as needed.
- Supervise other staff in the implementation of FRIDA individual donors program, giving circle program, and any online giving campaigns and initiatives.
- 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.
- Support and monitor FRIDA's overall tech strategy as it relates to strengthening workflows and processes of Resource Mobilization - for example databases and donation platforms.

### **External visibility and representation**

- Represent FRIDA in a positive way and be a public face for the organization in support of FRIDA's Advocacy and Resource Mobilization goals
- Ensure positive relationships with partner organizations, policymakers, media, and others
- Represent the organization by participating strategically in key associations and organizations, serving on committees, boards, and advisory groups;
- Speak in public settings to sustain and build organizational visibility and influence

### **Leadership and Management**

- Participate in strategic thinking and planning for the organization and team.
- Play a strong managerial role for their team - updating team workplans, developing and monitoring budgets, coordinating planning, monitoring, evaluation, and learning, and leading by example to promote a healthy and happy work culture.
- Supervise consultants and staff at the Officer and Associate levels - contributing to staff member's professional development and monitoring workplans.
- May replace the team's leader in case of absence.
- Approve expenses up to a certain amount per FRIDA's finance policies and as aligned to the overall annual budget.

### **Coordination and other related tasks**

- Support FRIDA Grantee Partners to increase their skills and capacity in resource mobilization, and provide advice as needed.
- Organize events and provide logistical support as needed.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **Required Experience**

- At least 2 years experience in resource mobilization (fundraising/development) related to activism, women human rights, gender, youth and/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, feminist movements, advocacy and the funding eco-system surrounding young feminist activism

#### **Required Expertise & Skills:**

- Excellent written and oral communication skills.
- Fluency in English and
- Comfort with working in a virtual office - using online office technology and communication platforms
- 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:**

- Experience working in women's funds or an organization with staff in multiple countries.
- Knowledge of Salesforce database.
- Fluency or high proficiency in a second FRIDA language (Spanish, French, Arabic, Russian, Mandarin, or Portuguese).

### **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
- 4) Writing Sample - not more than 2 pages (can be an excerpt)

E-mail: [recruitment@youngfeministfund.org](mailto:recruitment@youngfeministfund.org)

Please include Sr. 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 women and trans\* youth under 30 years old are strongly encouraged to apply.**

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