

Program Officer for Grantmaking and Operations

Full time position (35 hours per week)

Location: Flexible



Are you a young feminist activist passionate about advancing the movement? Curious about funding emerging youth-led initiatives? Do you have a knack for organized work and systems in place? Then FRIDA may have a place for you. We are looking for a young feminist activist to lead FRIDA's participatory grantmaking process and co-design new programs of support to feminist movements!

The Program Officer will play a key role in implementing FRIDA's programs, in particular contributing to the design, management, and implementation of FRIDA's grantmaking model. The Program Officer will also represent FRIDA in key forums, and contribute to FRIDA's strategic planning, development and administration.

This is an ideal position for someone passionate about supporting the young feminist movement through funding and other learning opportunities and get a closer look at how participatory grantmaking works in feminist philanthropy.

This **is a full time position**. The location of the position is flexible, where the applicant is legally able to work and reside, preferably in one of the countries where FRIDA is funding.

The salary is competitive, and commensurate with experience.

FRIDA COMMUNITY NEEDS SOMEONE TO SUPPORT US WITH:

Grantmaking

- Working closely with Senior Program Officers and FRIDA community to support co-creation and implementation of a comprehensive strategy for FRIDA's programmatic work
- Implement and administer all stages of FRIDA's participatory grantmaking process, building systems and making improvements each year to optimize the experience for all FRIDA community members (applicants, staff, advisors, grantee partners, etc);
- Assist with the development, implementation and maintenance of grants management software and integrity of data, especially managing data entry of all proposals received grants made, reports received, and grants closed;
- Identify and analyze regional and thematic developments and trends in young feminist organizing on an ongoing basis and understanding of the strengths,

needs, opportunities, and challenges of young feminist groups in advancing social justice movements and agendas;



Operations

- Work closely with Senior Program Officers and Program Officer for Monitoring & Evaluation so that all program activities and systems work smoothly and efficiently; and provide links between finance, resource mobilization, and communications staff;
- Assist with the development, implementation and maintenance of FRIDA's database;
- Provide logistical support to organize program events and staff meetings
- Manage, monitor and coordinate a grants portfolio, act as a focal point to grantee partners, undertake periodic reviews of progress with grantees; and reviewing financial and narrative reports
- Engage with grantee partners to review opportunities, challenges and advances and encourage collaboration, learning, exchange and strategic partnerships.

Program Coordination

- Adhere to the existing program policies and strategies and develop them as needed in coordination with FRIDA's Advisory Committee and Grantee Partners
- Maintain close relationships with grantee partners and advisors to support them in their work where possible
- Participate in FRIDA's strategic thinking and planning for program directions and initiatives.
- Represent FRIDA at regional or global meetings.
- Other tasks related to programmatic work

Required Experience

- Young feminist with at least two years of activist or professional experience in planning, implementing and managing grantmaking programs or any other programs or initiatives led by or about young feminists
- Experience working on women's rights, LGBTQA+ rights and youth issues in one or more of the following regions: Latin America and the Caribbean, Africa, Asia and the Pacific, Central Eastern Europe and Caucasus, and good working knowledge of social justice movements globally

Required knowledge

- Demonstrated understanding of the strengths, needs, opportunities, and challenges of young feminist groups, in your context and/or globally, in advancing social justice movements and agendas



- Knowledge of and networks related to young feminist activism in local, regional, national and/or global contexts
- Knowledgeable about feminist organizing at the regional level
- University degree or related experience in women's human rights, international development, community development, gender studies or a related social science field

Required Expertise & Skills:

- Fluency in English
- Ability to take initiative, lead and work efficiently both independently and as a member of a team
- Comfort in working with colleagues dispersed around the globe in various time zones.
- Strong attention to detail, and ability to multi-task and problem-solve
- Excellent logistical skills and event planning with international participants
- Demonstrate sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment.
- Willingness and ability to travel internationally.
- Proficiency in Microsoft Office and enthusiasm for online technology and information management systems
- Familiarity and proven experience working with databases

Desired but not essential:

- Passion about young feminist organizing and participatory practices
- Experience working in a women's funds or an international organization with staff in multiple countries and/or grassroots young feminist collectives
- Experience in grant management, supporting grant making processes, or in managing complex processes or programs
- Ability to communicate in second language, especially Spanish, French, Portuguese, Russian, or Arabic.

FRIDA COMMUNITY WILL SUPPORT YOU:

The Program Officer will be supported by a Senior Program Officer and work closest with her and other team members. Based on your needs, FRIDA will provide a tailored orientation process and trainings on current systems, structure and overall grantmaking process and other training opportunities.

Young women and trans* youth under the age of 30 are strongly encouraged to apply.



HOW TO APPLY:

- 1) A cover letter where you can share with us your previous work experience and your interest in grantmaking programs and young feminist movements**
- 2) Resume or CV**
- 3) List of three references**

The deadline to apply is February 10, 2019

E-mail: recruit@youngfeministfund.org Please include *Program Officer Grantmaking* in the subject line.

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