

Resource Mobilization Officer

FRIDA | The Young Feminist Fund

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

** FRIDA encourages, promotes and supports diversity in all aspects of its work. Young women and trans youth under the age of 30 from the Global South are strongly encouraged to apply.

Full time – 35 hours per week

Annual salary: \$33,600 + benefits

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 to above \$6 million USD, 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.

A majority of FRIDA's current income comes from institutional donors, therefore this position will play a major role in key aspects of FRIDA's resource mobilization work especially in donor stewardship, reporting and donor research. A key component of this role will be to work closely with FRIDA Programs and MEL 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 individual donors, through the implementation

of FRIDA's Individual Resource Allies Strategy, and supporting the creation of knowledge, opinion, and advocacy pieces to demonstrate FRIDA's impact.



This is a full-time, permanent position. The location of the position is flexible and will be negotiated for where the applicant is legally able to reside. The Resource Mobilization Officer will be supervised by the Resource Mobilization Manager and join a [team](#) composed of the Resource Mobilization Manager, Senior Resource Mobilization Officer and Resource Mobilization Officer.

KEY RESPONSIBILITIES

Resource Mobilization

- Support a range of activities required to prepare, write and submit grant narrative reports to individual and institutional sources, including:
 - Lead on / support the writing, editing, and overseeing of the completion and submission of narrative reports on current grants (At least 50% of the Resource Mobilization Officer's role will focus on report-writing)
 - 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.
 - Support the writing and editing of concept notes, and grant proposals for submission, including gathering all required documentation.
- Work closely with the other 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.
- Work with FRIDA MEL team to prepare and visualise data required for reporting, proposals and other documents
- Support the design and implementation of the Individual Resource Ally Program
 - Maintain donor lists and ensure regular communication and engagement
 - Respond to questions and coordinate responses
 - Manage and maintain online donation page and software
- Support FRIDA's work on establishing and fostering partnerships within resource mobilisation
- Adhere to FRIDA's [Resource Mobilization Ethics Policy](#) and support the team to maintain, update, and apply the Policy with FRIDA's community.
- Support grant and reporting administration, including database of donors, data storage and archiving

Communications and Philanthropic Advocacy

- 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 for Resource Mobilization and Philanthropic Advocacy

- Help to organize virtual and in-person events, provide logistical support as needed.
- Travel and represent FRIDA at regional or global meetings as needed. *Please note that due to the ongoing pandemic, all FRIDA in-person events and travel have been postponed until further notice.*
- Participate in FRIDA's strategic thinking and planning for program directions and initiatives.
- Special projects across other teams and work areas as requested

Cross-team collaboration

- Join cross-team working groups at FRIDA working to improve internal processes and structures

- Travel and represent FRIDA at regional or global meetings as needed

Qualifications and Experience

Required Knowledge, Experience and Skills

- Demonstrated commitment to the promotion of women's human rights, youth issues and supporting young feminist-led organizing;
- 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 one year experience in resource mobilization from foundations (relationship building, proposal and report writing, etc.) related to activism, women's human rights, gender or development
- Excellent organizational and administrative skills, attention to detail
- Ability to multitask, solve problems, and plan
- Ability to work efficiently both independently and as a team member to meet tight external deadlines
- Ability to maintain confidentiality and demonstrate sound judgement on sensitive matters
- Excellent written and oral communication skills, including excellent command of English language, understanding of working with print, electronic, online and/or social media, demonstrated ability to write reports;
- Good interpersonal skills, with an ability to network and liaise in a multicultural environment;
- Ability to take initiative and work with little supervision
- Reasonable flexibility, and be able to travel overseas if required

Desirable Experience and Skills

- Fluency or high proficiency in a second FRIDA language, in addition to English (Spanish, French, Arabic, Mandarin, Portuguese or Russian).
- Proficiency in digital text editing tools and online technology
- Experience in creation of resource mobilization and philanthropic advocacy materials for campaigns and donor engagement.
- Experience or interest in basic graphic design
- Experience in online giving campaigns and initiatives
- Knowledge of platforms such as Classy, Impact Mapper, Mailchimp

HOW TO APPLY

Please submit your application through the HumiHR link shared on the FRIDA website, including:

- 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.

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

