

## FRIDA | The Young Feminist Fund Co-Executive Director Recruitment

### Frequently Asked Questions

1. I currently live in the global south doing grassroots work but I am a citizen of a Global North country. Can I still apply?
2. Do you invite applications from global south diasporas who were born in the Global North?
3. I'm over 31, can I still apply?
4. What do you consider to be the biggest challenge that the Co- Executive Director will face?
5. How does working remotely affect your day to day to work? How do you work across time-zones? What are the working hours? How often do you meet face to face?
6. What would a day or week look like for someone in this role
7. Can you say more about the transition period of Co-Executive Director?
8. What is the approximate time requirement of the position? Is the contract for this position temporary, and if so, what is the specified period of time for it? Is it possible to have more than one job when you collaborate with FRIDA?
9. What is the salary and compensation?
10. Would you be able to let me know to whom my cover letter should be addressed?
11. Does the video/letter that we need to send need to be in English or can it be in our native language?
12. Is it possible to be a FRIDA grantee partner and work for FRIDA at the same time?

### **1. I currently live in the Global South doing grassroots work but I am a citizen of / was born and raised in a Global North country. Can I still apply?**

As part of our commitment to being a community-led organization that shifts power and privilege, and is rooted in Global South communities and movements, FRIDA is prioritizing applications from young feminists in and from the Global South. However, we will consider every application on a case by case basis, as certain combinations of skills, identities, and locations can still reflect the diversity and qualities that we are looking for in a Co-Executive Director.

### **2. Do you invite applications from Global South diasporas who were born in the Global North?**

Yes - see the answer above.

### **3. I'm over 31, can I still apply?**

Our commitment is to make sure FRIDA is a youth-led fund and therefore we are prioritizing young women and trans\*youth under the age of 31. The hope is that the new Co-EDs will hold the role for at least 4-5 years. We tend to think of 35 as 'aging out' as a young feminist. **This is also the same principle we apply to FRIDA's grantee partners (in our grants eligibility) and want to keep it consistent and fair.**

### **4. What do you consider to be the biggest challenge that the Co-Executive Director will face?**

This is a big question as it is dependent on each person's personality, strengths, and areas of learning. Some of the challenges we face – and perhaps any leader faces – are:

- Building and maintaining a healthy virtual community with happy and engaged members (staff, Board, Advisors, grantee partners, donors, and more); and navigating how we uphold feminist values, laws and regulations, and logistical realities -as sometimes these might come up against each other;
- Keeping up with multiple interests and priorities – learning how to strategically say Yes AND NO! Especially when it comes to travel and invitations to different spaces. Sometimes there are no right or wrong answers, just difficult choices;
- Managing the pressure of maintaining a sustainable budget;
- Leading by example to achieve work-life balance, while responding to changing circumstances (COVID!);
- Managing daily problem-solving while building a long-term vision and maintaining a strategic outlook;
- Predicting and managing diverse kinds of risks.

### **5. How does working remotely affect your day to day to work? How do you work across time-zones? What are the working hours? How often do you meet face to face?**

Working remotely has its advantages and disadvantages. FRIDA staff members are currently based in over 20 countries, and across all time zones. We organize regular all-team meetings that are at times that work across different geographies, but this does require flexibility from staff to sometimes take calls outside of the normal 9-5 working hours - whether early in the morning or late in the evening. We do our best to rotate call schedules because of this, put in place personal boundaries and “no call” hours, and keep track of each other's schedules to respect leave days, time zones and more. It's challenging but entirely doable.

Staff are required to work 35 hours per week, with a regular weekly schedule but with flexibility as to what those hours are (for example some people like to work from 8am-4pm or 1pm -8pm, or they like to work 9 hours on one day, and only a half day the next day).

Outside of COVID-related travel restrictions, and other safety and security considerations, we try to have face to face meetings at least two to three times a year: at least 1 sub-team meeting and 1 full staff meeting, in addition to 1 full Board meeting. Furthermore, we may travel to conferences and other convening spaces. Prior to COVID, Co-EDs traveled approximately 6-8 weeks a year.

Due to the COVID pandemic, all organizational travel is currently on pause, during which time we are also reflecting on the health, environmental and wellbeing impacts of maintaining a heavy travel schedule, and exploring alternative online means to connect.

## **6. What would a day or week look like for someone in this role?**

Generally, a typical day or week involves phone calls with your team members, funders, external partners, advisors, grantee partners, and/or Board members. You will be on email, online file databases, and other communication platforms like Slack to do your work. You could be dealing with high-level decisions affecting the whole organization, managing relationships with external partners, ensuring accountability measures are followed, monitoring progress on projects, responding to media requests or writing/producing media, supporting team members with their growth and work, promoting a fun and healthy work culture, and more 😊

## **7. Can you say more about the transition period of the Co-Executive Director?**

The new Co-ED will work closely with Majandra, current Co-ED whom the candidate selected will work in close partnership with, as well as with Maryam, Interim and outgoing Co-ED, and FRIDA's management team for their orientation. We expect to provide considerable accompaniment, including approximately three months of orientation so the new Co-ED can gain comfort and confidence in the role, gradually taking on more and more responsibility. This is the overall approach, to be discussed and defined once the new Co-ED is selected. During this period, we expect that the new Co-ED will have at least one retreat for in-depth onboarding and relationship building with Majandra, ideally in person.

## **8. What is the approximate time requirement of the position? Is the contract for this position temporary, and if so, what is the specified period of time for it? Is it possible to have more than one job when you collaborate with FRIDA?**

Our work week is 35 hours per week. This is a full-time permanent position. We do not think it is feasible to have another job as there are still high demands and pressure. You need time to rest and play so you can be healthy while working at FRIDA. We hope this role will be occupied for 3 – 5 years.

### **9. What is the salary and benefits of this position?**

FRIDA is currently going through a salary scale review process, through which we aim to increase the current salary levels offered at FRIDA, in line with principles of just compensation and equity, and aligned to the salaries offered at peer and sector organizations. The current Co-Executive Director annual salary starts at 60,000 USD plus benefits, which include but are not limited to: paid vacation, sick and personal days, health and wellbeing reimbursements (up to 4,800 USD annually), dependent benefits (up to 3000 USD per dependent, annually), coaching/healer sessions, a professional development stipend (up to 2000 USD annually), monthly office or co-working rent, monthly reimbursement of Internet costs, an end-of-year appreciation stipend, an office set-up equipment budget, and a laptop, property of FRIDA. FRIDA also implements an annual salary increase, at a fixed percentage for all staff members.

### **10. Would you be able to let me know to whom my cover letter/video should be addressed?**

Cover letters/videos can be addressed to the Leadership Transition Committee.

### **11. Does the video or letter that we need to send need to be in English or can it be in our native language/mother tongue?**

As the primary working language at FRIDA is English, we do request that you submit the video or letter **in English**, though you may weave in parts that are in other languages. For most staff at FRIDA, English is not our mother tongue/native language, and many of us gain comfort with English while we work at FRIDA - don't feel that your English needs to be "perfect" to apply for this position.

### **12. Is it possible to be a FRIDA grantee partner and work for FRIDA at the same time?**

Having the experience of being a young feminist activist that has received funds from FRIDA can contribute greatly to this position. However, due to conflict of interest, we would have to ask you

to transition out of your collective as you move into the Co-Executive Director position at FRIDA, and to continue to declare conflict of interest when applicable. This said, we encourage you to remain connected to local activist movements and collectives, as this can keep you grounded in your work. Many FRIDA staff members are actively connected to diverse activist communities.