



Terms of Reference

CO-MANAGER OF PROGRAMS (Capacity Strengthening and Special Grant-Making)

Location: Flexible, preferably in the Global South

Start date: October 1st, 2021

Type: Maternity Leave cover – Fixed contract

Duration: 1 year, with possibility of extension until the end of 2022.

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 strengthening** 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

The Interim Programs Co-Manager is responsible to co-manage the Programs team at FRIDA. They are a dynamic and confident feminist leader to be responsible for FRIDA's Capacity Strengthening (CS) and Special Grantmaking (SG) work, including: overseeing the design, implementation, monitoring and evaluation of Special grantmaking programs, building knowledge to assess the impact of FRIDA's Special grantmaking and Capacity Strengthening



work, and supervising Programs team staff. In addition, this position will be responsible for coordinating the planning, budgeting and payment of Special grantmaking cycles at FRIDA, as well as the Accompaniment program, Online Learning and other Capacity Strengthening initiatives. They will also oversee risk management with regards to FRIDA's programmatic activities, and build relationships with grantee partners and the Global Advisory.

They will be part of the overall leadership team at FRIDA, and therefore support overall organizational management and cross-team coordination, play a key role in resource mobilization, represent FRIDA in key forums (only when safety allows, due to the global COVID-19 pandemic), and contribute to FRIDA's strategic planning and vision, development and administration.

This position will work closest with the Co-Manager of Programs and their direct supervisor, a FRIDA Co-Executive Director, as well as the Programs team. As the co-lead of a core FRIDA team, they will work closely with the CELIA team, all members of the FRIDA team, and interact with the larger FRIDA community.

RESPONSIBILITIES

Leadership and Management

- Co-manages the Programs team at FRIDA. Provides overall direction for the team alongside the other Co-Manager.
- Works closely with the Co-Manager, Co-Executive Director and other stakeholders to develop and implement a comprehensive strategy for FRIDA's programs including preparing an annual team workplan and budget. Ensures the team is resourced, meeting its goals and fulfilling organisational priorities.
- Co-leads in developing and monitoring the Programs budget, with the oversight and support of a Co-Executive Director. Ensures the team and its members have sufficient and adequate resources to perform their functions.
- Supervises Programs consultants and staff at the Senior Officer, Officer and Associate levels. Supports them to build and monitor their annual work plans, checks in with them on a regular basis, provides ongoing support and enables their leadership. Coordinates with Human Resources and a Co-Executive Director for further supervision support.
- Tracks and supports the professional development of supervisees, ensuring professional development opportunities are aligned with team strategy / FRIDA strategy / their personal professional development trajectory.



- Participates actively in strategic thinking and planning for the organization, working closely with other Managers and Sr. Officers.
- Strengthens and promotes cross-team collaboration at FRIDA, linking with Finance, Resource Mobilization, Advocacy and Communications, and Communities & Cultures and MEL staff for the advancement of team and organizational goals.
- Approves expenses up to a certain amount per FRIDA's finance policies and as aligned to the overall annual budget.
- Enables the (co-) leadership of initiatives within the Programs team.
- Leads by example to promote a healthy and happy work culture.

Planning, Monitoring and Evaluation

- Co-leads the development of the annual Programs team work-plan and team goals; and monitors and assesses its implementation.
- Works with FRIDA's Monitoring and Evaluation team to ensure relevant data is compiled, and is reaching and serving FRIDA's grantmaking strategies.
- Co-manages knowledge-building projects, such as research pieces, opinion pieces and special publications to ensure that FRIDA is a 'go-to' source for knowledge on participatory grantmaking, and has the evidence needed to support its strategies.
- Participates in FRIDA's strategic thinking and planning for Program directions and initiatives, including playing a key role of scoping partnership and collaboration opportunities.

Oversight of Capacity Building and Special Grantmaking Operations

- Provides overall direction to programmatic work at FRIDA and oversees Capacity Strengthening initiatives and Special Grantmaking.
- Designs and supervises the implementation of Special grantmaking operations and the Funding+ model program at FRIDA.
- Adheres to the existing Program policies and strategies, and oversees their updating.
- Co-designs, plans, and budgets for FRIDA special grantmaking programs, and capacity building programs.
- Oversees risk management with regards to FRIDA's programmatic activities.
- Builds and maintains relationships with grantee partners and advisors.
- Identifies and analyzes regional and thematic developments and trends in young feminist organizing on an ongoing basis, and maintains an expert understanding of the strengths, needs, opportunities, and challenges of young feminist groups in advancing social justice movements and agendas.

Resource Mobilization



- Provides writing support and co-leads the compilation of data relating to Special Grants and Capacity Strengthening for proposals, reports, and communication to FRIDA's donors.
- Leads and assists in resource mobilization and community engagement campaigns.

External Representation, Collaborations and Related Tasks

- Pursues key coalitions between movements and donors to catalyse participatory grantmaking collaborations between activists and donors towards social justice change.
- Builds and maintains strong, collaborative relationships with other young feminist-led organizations, women's funds partners, international non-government organizations and other key partners.
- Organizes events and represents FRIDA at relevant venues, networks and in consortia to educate and encourage more and better support for young feminist organizing.
- Represents the organization by participating strategically in key associations and organizations, serving on committees, boards, and advisory groups.
- Speaks in public settings to sustain and build organizational visibility and influence.
- Other duties as assigned, in line with the Co-Manager role description.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and oral communication skills, including excellent command of the English language, understanding of working with print, electronic, online and/or social media, demonstrated ability to write reports.
- Can work independently and lead participatory decision-making and consultation processes.
- Exercises independent judgment over a broad area of functional responsibilities.
- Knowledge about women's human rights, feminist issues, advocacy and/or donor environment around women's rights at the regional and/or international level
- Commitment to collaboration and strong social skills, with the ability to work efficiently, reliably and manage multiple responsibilities, both independently and as a team member.
- Excellent organizational skills, attention to detail and ability to handle multi-tasking, problem solving and planning skills.
- Demonstrated interpersonal skills with an ability to create and maintain positive working relationships and generate and uphold a collaborative teamwork environment
- Ability to work remotely in a virtual office, with little supervision and able to meet deadlines comfortably.



- Comfort in working with a diverse team, dispersed around the globe in various time zones. Ability to work flexible hours
- Fluency in an additional language(s) (One of the 7 working languages of FRIDA is preferred - (Spanish, French, Arabic, Russian, Mandarin, or Portuguese).
 - Commitment and understanding of the FRIDA mission.

Required Experience

- At least 3 years of experience in planning, implementing and managing grantmaking programs or projects related to feminist and/or youth activism.
- Experience in supervision, designing and creating programs, risk management, program management.
- +2 years of financial planning and budgeting experience.

Strongly Preferred Experience:

- Knowledge and connections in the international funder landscapes for women's rights.
- Experience in developing and managing projects.
- Experience in developing and monitoring team/organizational strategies.