

Interim Executive Director

Title: Interim Executive Director

Employment Type: Full-time (28 hours per week) for 18 months

Start date: January 2024

Salary: 120,000 USD + benefits

Location: Remote, preferably in the Global South

ABOUT FRIDA | THE YOUNG FEMINIST FUND

Founded in 2010, FRIDA | The Young Feminist Fund (FRIDA) is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the Global South. 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 - [click here to read FRIDA's Participatory Strategic Framework \(2020-2025\)](#).

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 a 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;
- **Mobilizes resources** from both traditional and non-traditional sources, 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.

POSITION SUMMARY

FRIDA is seeking a new Interim Executive Director to lead the organization in a period of transition and organizational learning and consolidation. The ED is responsible for the strategic leadership and executive coordination of the Fund, as well as its operations and governance. This position will oversee the final stages of the implementation of FRIDA's 2020-2025 Participatory Strategic Plan, and lead the organization into its next stages through this interim leadership period, with a focus on building and consolidating internal systems and nurturing a strong internal organizational culture.

This position follows and will build upon a period of organizational growth and ongoing organizational development work to ensure that our internal systems and structures stay relevant to FRIDA's increased size, that all staff members are able to thrive and grow within FRIDA, that we continue to build feminist organizational cultures, and that FRIDA remains accountable to diverse young feminist movements.

We are looking for an experienced, strategic, insightful, and mission-driven leader who thrives on building and managing systems and community in service to an organization's mission. The Interim ED will work to ensure that the organization's governance, systems, structures, culture and practices best serve FRIDA's strategic priorities in this period of transition, and are a reflection of the organization's commitments, mission and values.

The successful candidate will be passionate about FRIDA's mission and values. They must be committed to youth leadership, resourcing young feminist movements; and building effective co-creative, collaborative structures within FRIDA's global, diverse staff team. This is a role committed to promoting young feminist leadership, with creative ideas on how to build a healthy feminist organization.

FRIDA is looking for an Interim ED who will:

- **Get young feminist organizers more resources:** Supporting a team to ensure FRIDA provides accessible, responsive, and strategic resources and capacity strengthening for newly established young feminist-led initiatives; and increasing the commitment of donors and allies to resource young feminist activism.
- **Support young feminist organizers to be leaders of strong intergenerational and intersectional social movements:** Amplifying the voices, influence, and contributions of young feminists; supporting young feminist-led initiatives and collaborations that respond to the needs of current movements; engaging in diverse partnerships that contribute to more and better resources for young feminist activists; and modeling and advocating for better practices in movements and the funding sector.
- **Create innovative, holistic, and transformative organizational cultures and systems:** Ensuring the holistic health of FRIDA's structures and organizational culture so that all community members are happy, safe, and effective; fostering leadership in all team members; promoting and overseeing collaborative team structures and collective processes; thinking outside the box – and presenting new ways of organizing.

The location of the position is flexible, where the applicant is legally able to reside.

RESPONSIBILITIES

1. Strategic Leadership and Executive Oversight

- Responsible for overseeing the implementation of FRIDA's strategic plan, annual plans, related work planning, and organizational development and growth plans, in line with FRIDA's collectively developed strategic vision and political positioning.
- Ensure the organizational capacity to meet FRIDA's strategic outcomes, and identify and manage risks.
- Lead the organization through an interim transition period, laying strong foundations for its next phase as an effective, impactful, and healthy organization.

- Represent and position FRIDA in international, regional and local venues - with young feminists, funders, media and allies.
- Maintain existing, and develop new relationships/alliances with key strategic allies and partners including women's funds and other regional and international feminist organizations.
- Maintain a wide and informed perspective on the landscape / ecosystem in which FRIDA operates, and on the strategic direction that FRIDA is heading towards within this space.

2. Ensuring necessary financial resources

- Work closely with the Resource Mobilization team, providing guidance, oversight and direct support to secure the financial resources needed to meet FRIDA's mission. This includes diverse institutional and individual fundraising, including proposal revising, donor meetings, and reporting.
- Work closely with the Finance team through oversight and direct support, to ensure FRIDA's financial sustainability to achieve its long-term goals. This includes monitoring the organizational cashflow; developing, tracking and approving budgets and expenditures; liaising with external auditors and Board Co-Treasurers, among others.

3. Shared Governance

- Strengthen FRIDA's global feminist governance by overseeing, co-facilitating and supporting diverse processes and structures, such as participatory decision-making mechanisms.
- Oversee and work in close collaboration and coordination with FRIDA's management team, fostering cross-team collaboration, feminist accountability, and care-centered leadership.
- Work closely with FRIDA's Board of Directors, including assisting the Board to identify and properly manage risks, assisting in the selection of new Board members, supporting planning and evaluation meetings, supporting Board-staff communications, among others.
- Provide regular reports and ensure accountability to FRIDA's Board of Directors, as well as support Board accountability to the broader FRIDA community.

4. Programmatic development and support

- Provide strategic guidance and support to FRIDA's Programs team, for the development and implementation of grantmaking and capacity strengthening support for young feminist activists. In particular, support the Programs team to deliver quality support and maintain ongoing relationships with FRIDA grantee partners across Global Majority (Global South) countries.
- Provide strategic guidance and support to FRIDA's Communications and Advocacy team, for the development and implementation of FRIDA's Advocacy and Comms Strategies.
- Provide strategic guidance and support to FRIDA's Holistic Security team, for the development and implementation of FRIDA's feminist tech principles, ensuring holistic security throughout FRIDA's work.
- Provide strategic guidance to FRIDA's Global Advisory work, including supporting the development and implementation of the Advisory Strategy, to ensure diverse representation and community input into FRIDA's strategies and grantmaking, as well as support to the young feminist advisors that FRIDA collaborates with.

5. Planning, Monitoring, Evaluation, Learning

- Oversee FRIDA's systemized approach to Planning, Monitoring, Evaluation and Learning, linked to strategic outcomes, through providing strategic guidance and support to FRIDA's MEL team.

6. Shared Operations and Infrastructure (Administration & Human Resources)

- Provide direct support to FRIDA's Human Resources team, ensuring that FRIDA co-develops and implements internal policies and processes in line with FRIDA's feminist principles and Canadian not-for-profit legislation.
- Work closely with FRIDA's Admin team, collaborating closely with the Chief of Operations.
- Supervise team leads at the Chief (Director) and Manager levels (conduct reviews, support their professional development and growth within FRIDA, provide close guidance and support) and enable individual and team growth and shared leadership.
- Build a strong feminist organizational culture that is rooted in collective care and collaboration, guided by FRIDA's Happiness Manifesto, through providing strategic guidance and support to FRIDA's Communities & Culture team, modeling by example and overseeing organization-wide consultative processes, among others.

REQUIRED SKILLS & EXPERIENCE

- You are a young feminist, preferably based in the Global South
- At least 8-10 years experience in management and/or director positions within non-profit organizations and/or community-based organizations
- Proven track record of managing organizational change, transition, organizational development processes
- Demonstrated skills in financial management, budgeting and organizational financial health monitoring
- At least 8-10 years of experience as a supervisor of multiple staff members, including staff members from/based in countries across the Global South
- At least 4 years of activism both offline and online with young feminist organizations/initiatives in the Global South working for human rights
- Knowledge and understanding of diverse young feminist movements, particularly across the Global South.
- Excellent written and oral communication skills in English, preferably in addition to one other FRIDA working language (Arabic, French, Mandarin, Portuguese, Russian or Spanish)
- Post-secondary degree in social justice/human rights studies or a related field OR equivalent experience in human rights, not-for-profit management, international development, community development, women's leadership.
- Direct experience with and/or strong understanding of FRIDA's work and FRIDA's community and the global women's rights / human rights funding landscape.

DESIRED SKILLS AND EXPERIENCE

- **Experience in mobilizing resources and/or has the capacity to build relationships with those who have resources that benefit young feminist organizing**, this can include writing proposals and reports, running crowdfunding campaigns, organizing events, leading meetings, negotiating agreements, making connections between key people, and more.
- **Experience working with collective and community-based processes, governance and organizations**, this can include experience in community-run and mutual aid initiatives, movement assemblies and collective decision making, shared and rotational leadership practices, alternative governance models, and more.
- Technical background in **research, monitoring, evaluation and learning**, with a focus on working in solidarity with community and movements (centered in non-extractivist and community-centric principles).
- Experience and understanding of **digital security, feminist tech, holistic security** to support activists and social justice movements

WHAT YOU OFFER

A strong vision and passion for transforming feminist philanthropy and expanding the leadership and influence of girls, women and trans youth in their local, regional, and global communities.

A commitment to participatory decision-making processes and a belief in collective power: You have the ability to foster a strong sense of team spirit and collaboration across identities, geographies, and generations – especially in a virtual environment.

Ability to manage complexities and challenges: You anticipate internal and external challenges and establish mitigation strategies. You know when and how to ask for support and appropriately collaborate with others to help you problem-solve. You manage conflict and crises in a way that instills calm and inspires confidence.

People development skills: You have a demonstrated capacity to support and motivate others in a way that encourages confidence and allows them to deliver great results. You co-create clear objectives with your teams, provide concrete and constructive feedback and coach them to develop their skills so they can make an even greater contribution in future.

Cultural Agility: You are comfortable working with a diverse team, dispersed around the globe in various time zones, and have willingness and ability to travel internationally.

A commitment to FRIDA's values, priorities, and viewpoints and you can speak openly and confidently about them: For example, FRIDA funds groups that are made up of, working with and/or defend the rights of socially excluded and disadvantaged young women, trans and intersex youth, especially: sex workers, refugees, ethnic, national and caste minorities, people living with HIV and AIDS, people with

disabilities, people working on access to abortion. You have a strong commitment to anti-racism and dismantling white supremacy, and to decolonial practices and approaches.

Resilience: You will work in a very dynamic, global environment. We work to advance social justice movements and agendas led by young feminists across the globe. It's emotional work and will require you to be highly self-aware. Success in this environment will come with the ability to show empathetic and adaptive leadership. You will not be in this alone, but in partnership and in community.

THE PROCESS

The recruitment process will be carried out from August-December 2023.

We remain committed to supporting and nurturing young feminist leadership throughout this process. We are equally committed to modeling good practices and learning from the experience in order to strengthen our knowledge of what are healthy processes of transitions in organizations and movements.

TO APPLY

Please submit:

1. A letter of interest outlining how your lived and professional experience align to the description of the Interim ED role. **Please include** a mention of your vision and approach to organizational transition / change.
2. A recent curriculum vitae (CV)/resume (no more than 3 pages).
3. A list of three references, detailing their names, email address and role/position. The references must be: someone whom **you have supervised** or worked with in a supervisory capacity, someone **who has supervised you**, and one additional reference **of your choice**.

LGBTQIA+ youth, BIPOC (black, indigenous, people of color) and youth from the following regions: Central and Eastern Europe, Caucasus, Central and North Asia (CEECCNA), West, East, Southern and Central Africa (WESCA), South West Asia and North Africa (SWANA), Caribbean, and South, South-East, East Asia and the Pacific (SSEEAP) are strongly encouraged to apply.

If you have any questions please email them to npiconsultants1@gmail.com with "Interim Executive Director- FAQ" in the subject line.