



**POSITION:** Program Officer: Grantmaking and Operations & Focal Point for Southwest Asian/ North African (SWANA) Region

**REPORTING TO:** Co-Managers

**REMUNERATION:** USD 46 000 annual

**LOCATION:** Flexible, preferably in South West Asia or North Africa

**START DATE:** November 2023



## Background

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.

## About the Role

FRIDA is currently seeking a Program Officer based in and/or from the Southwest Asian/ North African (SWANA) region to support key programmatic aspects of FRIDA's work. The Program Officer will play a key supportive role in the implementation of FRIDA's grantmaking model and grantmaking processes which are guided by the strategic plan, FRIDA values and relevant grantmaking strategies and policies. The Program Officer will also lead the administrative, logistical, and communicative engagement of some grantee partners within the SWANA region.

This is an exciting opportunity for young feminists who carry with them the values of flexibility, care, participation, and diversity to work in a fast-paced and dynamic virtual office. The primary responsibilities include working closely with FRIDA staff who manage grantmaking processes including FRIDA's Call for Applications and annual Renewal processes, providing support to grantmaking and capacity strengthening initiatives within the SWANA region and meaningful, intentional, and care-centered support to grantee partners whose work is based in the SWANA region.

The Programs Officer is expected to play a role in Grantmaking, Operations and Grantee Partner Engagement:

## **Grantmaking**

- Playing a key supporting role in the co-creation and implementation of a comprehensive strategy for FRIDA's grantmaking work
- Support with the co-creation, implementation and administration of all stages of FRIDA's participatory grantmaking processes, making improvements each year to optimize the experience for all FRIDA community members (applicants, staff, advisors, grantee partners, etc);
- Assist with the data management and integrity in FRIDA's grant software, especially managing data entry of applications and reports received.
- Work with FRIDA's grantmaking staff to ensure that internal grantmaking processes reflect the priorities and needs of the FRIDA community.
- Work with FRIDA's grantmaking staff to identify and analyze regional and thematic developments and trends in young feminist organizing on an ongoing basis;
- Supporting with administrative tasks related to FRIDA grantmaking processes including coordination of translations, contractual agreements, and internal communication.
- Participate in FRIDA's strategic thinking and planning for program directions and initiatives.
- Represent FRIDA at regional or global meetings.

## **Operations**

- Work closely with FRIDA grantmaking staff so that all activities and systems related to grantmaking processes work smoothly and efficiently.
- Assist with the development, implementation and maintenance of FRIDA's grantmaking systems;
- Adhere to the existing program policies and strategies and support with the development of them as needed in coordination with FRIDA Community members.
- Work closely with FRIDA staff so that internal operations processes reflect the principles of flexibility, care, linguistic justice, diversity and more.

## **Grantee Partner Engagement**

- Focal point for grantee partners in SWANA throughout the group's journey at FRIDA; including the Call for Applications, grant renewals and capacity strengthening opportunities and transition out of FRIDA.
- Assist with documentation, monitoring and evaluation and other communication and collaboration related to the group's journey at FRIDA;
- Regular communication with grantee partners in the SWANA region, facilitating their engagement with and supporting their journey in the FRIDA community;
- Provide support to advisors in SWANA region with orientation and regular communication to ensure a successful journey in FRIDA Community;
- Play a supportive role in organizing FRIDA community gatherings and convenings within SWANA
- Attend and/or support the preparation of FRIDA convenings, learning visits and special projects related to the SWANA region.
- Support with grantee partners' data collection and analysis

## **Required Experience**

- Young feminist with at least two years of activist or professional experience in planning, implementing and/or managing grantmaking programs OR any other relevant programs or initiatives led by or about young feminists.
- Experience working on women's rights, LGBTQIA+ rights and youth issues in the Southwest Asia/North Africa (SWANA) region.
- Demonstrated administrative experience including experience with data entry, data collection and data analysis.
- Comprehensive understanding of young feminist organizing or experience in working with young feminist organizations

## Required knowledge

- Demonstrated understanding of the strengths, needs, opportunities, and challenges of young feminist groups, in SWANA and/or globally, in advancing social justice movements and agendas.
- Knowledge and understanding of the different social-cultural and political contexts in the Southwest Asia/North Africa SWANA region.
- Knowledge of and networks related to young feminist activism in local, regional, national and/or global contexts.
- Knowledgeable about feminist organizing at the regional and/or international level.

## Required Expertise & Skills

- Fluency in English and Arabic
- Passion about young feminist organizing and participatory practices.
- 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.
- 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

- Experience in grant management, supporting grant making processes, or in managing complex processes or programs.
- University degree or related experience in women's human rights, international development, community development, gender studies or a related social science field
- Experience working in a women's funds or an international organization with staff in multiple countries and/or grassroots young feminist collectives.
- Ability to communicate in another FRIDA language, especially French, Portuguese, or Russian.

## FRIDA Community Will Support You

- Based on your needs, FRIDA will provide a tailored orientation process and training on current programmatic systems, structure, processes, and other training opportunities.

## How to apply

Interested applicants should submit the following by e-mail to [thereza@ngorecruit.com](mailto:thereza@ngorecruit.com) quoting reference number :

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with FRIDA's mission and the unique qualities you will bring to this role.

Application Deadline:

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about FRIDA, visit their [website](#) and [LinkedIn](#) account.