



**POSITION:** Senior Officer: Participatory Grantmaking and Focal Point

**REPORTING TO:** Co-Managers

**REMUNERATION:** USD 52 000 annual

**LOCATION:** Flexible, preferably in Central Eastern Europe, Caucasus and Central or North Asia (CEECCNA)

**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

The Senior Program Officer is responsible for key programmatic aspects of FRIDA's work, playing a key role in the design, management, and implementation of FRIDA's grantmaking model. They will also act as a Focal Point, engaging grantee partners in the Central Eastern Europe, Caucasus and Central and North Asia (CEECCNA) region. They will also represent FRIDA in key forums, and contribute significantly to FRIDA's strategic planning, organizational strengthening, and administration. The Senior Program Officer will be supervised by FRIDA's Co-Manager of Programs and work closely with the programs team. As a small team, the Senior Program Officer works closely with all staff team members. This is a full-time position.

## Responsibilities

### External visibility and representation

- Represent FRIDA in a positive way at regional or global meetings and be a public face for the organization;
- Ensure positive relationships with partner organizations, policymakers, media, and others;

- Represent the organization by participating strategically in key associations and organizations, serving on committees, boards, and advisory groups;
- Speak in public settings to sustain and build organizational visibility and influence.

### **Leadership and Management**

- Participate in strategic thinking and planning for the organization and programs team;
- Play a supportive managerial role for programs team - updating teamwork plans, developing and monitoring budgets, coordinating planning, monitoring, evaluation, and learning, and leading by example to promote a healthy and happy work culture;
- Supervise consultants and staff at the Officer and Associate levels - contributing to staff member's professional development and monitoring work plans;
- May replace the team's leader in case of absence;
- Approve expenses up to a certain amount per FRIDA's finance policies and as aligned to the overall annual budget.

### **Participatory Grantmaking**

- Work closely with Program Co-managers and FRIDA community to support co-creation and implementation of a comprehensive strategy for FRIDA's programmatic work;
- Support the development and monitoring of the annual grantmaking budget;
- Lead the development, implementation, monitoring and evaluation of all stages of FRIDA's participatory grantmaking process as it relates to both core and special grants. This includes working with the Operations team to build systems and make improvements each year to optimize the experience for all FRIDA community members (applicants, staff, advisors, grantee partners, etc);
- Support the implementation of operational procedures that reflect FRIDA's values and principles
- Works closely with the Operations Team and Grantmaking Software staff and/or consultants to ensure integrity of grantmaking data.
- Supports the development and strengthening of participatory grantmaking data processes
- Identify and analyze regional and thematic developments and trends in young feminist organizing on an ongoing basis and understanding of the strengths, needs, opportunities, and challenges of young feminist groups in advancing social justice movements and agendas;
- Maintains close relationships with FRIDA Advisory members to support them in their grantmaking work where possible.
- Co-leads the development and monitoring of risk management plans and policies for grantee partners and financial safety policy along with other Senior Officers
- Adheres to existing program policies and strategies and leads the development of them as needed, in coordination with relevant staff members, FRIDA's Advisory Committee and Grantee Partners

### **Education and Experience**

- HR Certification or a degree (Bachelor or Masters) in Human Resources, Business Administration, or related field;
- At least 6 years of human resource management experience;
- At least 6 years of experience in: managing operational systems, overseeing administration systems, strategic oversight of teams, leading participatory decision-making and consultation processes, feminist accountability and support, and financial planning and budgeting;
- At least 6 years of experience working with teams with members based in multiple countries and regions, preferably across diverse areas of the Global South;
- At least 5 years of experience in supervising a team of 5 or more staff members;
- At least 3-5 years of experience providing training to teams, preferably in virtual spaces;
- Experience working with matrix management-style teams.

## **Grantee Partner Engagement**

- Focal point for grantee partners in CEECCNA 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 CEECCNA region, facilitating their engagement with and supporting their journey in the FRIDA community;
- Provide support to advisors in CEECCNA 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 CEECCNA
- Attend and/or support the preparation of FRIDA convenings, learning visits and special projects related to the CEECCNA region.
- Support with grantee partners' data collection and analysis

## **Required Experience**

- Young feminist with at least three years of activist or professional experience in planning, implementing, and managing programs or initiatives led by or about young feminists.
- At least two years' experience in grant management, supporting grant making processes, or in managing similar complex processes or programs.
- Experience working on women's rights, LGBTQA+ rights and youth issues and good working knowledge of social justice movements globally.
- At least two years of financial planning and budgeting experience.

## **Required Knowledge**

- Demonstrated understanding of the strengths, needs, opportunities, and challenges of young feminist groups, in your context and/or globally, in advancing social justice movements and agendas;
- 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;
- University degree or related experience in women's human rights, international development, community development, gender studies or a related social science field.

## **Required Expertise & Skills**

- Fluency in English and Russian
- Can work independently and lead participatory decision-making and consultation processes.
- Exercises independent judgment over a broad area of functional responsibilities.
- 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.
- Excellent logistical skills and event planning with international participants
- Demonstrate sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment.
- Willingness and ability to travel internationally.
- Passion about young feminist organizing and participatory practices.
- 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 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 a second language, especially Spanish, French, Portuguese, Russian, or Arabic

### **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 **NFS001**:

- 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: 11 October 2023

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