

Advisory Services Programme Coordinator

About Women Win

Women Win is a global multi-dimensional women's fund guided by the vision of a future where every girl and woman exercise their rights. With a global team based largely in Amsterdam, The Netherlands, Women Win collaborates with diverse partners to increase assets, access, voice, and agency for women and girls around the world. Our work focuses on investing in and providing support for a diverse global portfolio of partners. We also aim to influence a wide range of cross-sector stakeholders and broker unusual partnerships.

Women Win works to advance girls' and women's rights amidst the scarce resources currently available for feminist movements. Until 2020 we achieved our vision primarily through two main areas of work: **girls' rights through sport and play**, and **women's economic resilience**.

Through GRSL, Women Win advances the playing field that empowers adolescent girls and young women to exercise their rights through sport and play. Together with our implementing partners, we have positively impacted the lives of over four million adolescent girls and young women in over 100 countries.

Through Win-Win Strategies, Women Win works to combine the deep assets, resources and expertise of women's funds/rights organisations and companies to strengthen investment in women's economic resilience movements and initiatives

Women Win Advisory Services Workstream

Women Win has recently implemented a more agile team-based approach that focuses on strategic priorities and considers aligned and cohesive workstreams that collectively manage and deliver on clusters of grants.

The mission of the Advisory Services workstream is to contribute to Women Win's vision by identifying, incubating and scaling innovative funding strategies and niche opportunities that channel resources to local women- and girl-led organisations and feminist movements. This workstream also contributes to Women Win's goal to advance feminist, democratised and decolonised practices in the funder-ecosystem by creating purposeful practices that can be replicated globally.

Role Description

It is a requirement of this role that applicants have a strong generalist profile enabling them to manage a project from end to end, while communicating with and managing a range of stakeholders including local partners and funders.

Ideally, the candidate will have experience of the corporate sector, experience working with women's funds/women's rights organisations and an understanding of overall project management and re-granting processes for non-profit organisations.

This is an exciting position, with a growing portfolio of work, that requires flexibility, creativity, initiative and a passion for learning in a learning organisation with an expanding portfolio of funds and advisory services. It is a full time position (40h per week) for which working location is flexible (similar to CET time zone is helpful).

As the Advisory Services work has been rapidly growing, Women Win is seeking a fulltime Programme Coordinator to join the workstream as a core team member. The Programme Coordinator will be responsible for the day-to-day management of a portfolio of work including but not limited to:

- **Stakeholder management:** be the main contact of, coordinate communication with and foster relationships with funders, partners, grantees, women's funds, women's rights organisations, etc.
- **Fund management:** manage activities such as fund's design, governance set-up, stakeholders' coordination, meeting's facilitation, reports writing, etc.

- **Fiscal sponsorship management:** act as the contact person at Women Win with the client and manage all contracting processes with clients, including drafting and processing contracts, liaising with internal (finance) and external stakeholders (partner organisations) to collect data necessary for contracts and payment processes, collecting and providing data for reports, writing reports and proposals, etc.
- **Project management:** manage special projects such as tool/resources development (toolkit, playbook, platform, etc.)
- **Re-granting/grant management:** uphold and improve re-granting and grant management procedures, including but not limited to due diligence procedures, grant agreements, and systems (e.g. Salesforce), to ensure grant making is efficient and appropriate to funder requirements and partner needs.
- **In-person and virtual activities' organisation/facilitation:** organise, manage the logistics around, and facilitate meetings, webinars, workshops, and other events, including IT needs for virtual activities (recording, breakout rooms, digital security, etc.)
- **Monitoring, Evaluating and Learning/Learning & knowledge management:** capture impact and learnings from initiatives/programmes/funds, write funders' report, manage learning communities
- **Resource mobilisation support:** write proposals, maintain current Resource Mobilisation systems and documents up-to-date, etc.
- **Administrative support:** provide administrative and other support to the team

Education and Experience

- A degree (or equivalent) in a relevant field; e.g. Business, Communications, International Development, etc.
- 3 + years' work experience in women's rights or international development.
- Understanding of international non-profit organisations and the women's rights movement.
- Experience with or exposure to working with private sector actors.

Skills and Requirements

- Solid project management skills including detail-orientation; ability to meet deadlines; manage competing priorities; and work cooperatively, effectively and accurately under pressure.
- Ability to convene cross cultural and multi-sector stakeholder groups, moving them towards shared objectives.
- Hands on experience delivering training as well as strong digital facilitation skills.
- Excellent listening, written and communication skills, with sensitivity to cultural communication differences and the ability to communicate directly and effectively with others, especially digitally and in a remote setting with local implementing partners.
- A high level of self-motivation and ease at taking initiative and working independently and coordinating with others as part of a (virtual) team.
- Effective team work skills including the ability to support others and remain calm during unforeseen situations.
- Technologically savvy.
- Strong organisational and analytical skills

Language ability. Multi-lingual candidates are strongly encouraged to apply. We require fluency in English and at least one other language is highly desirable.

Location. Working location is flexible. The candidate must be available for regular Women Win working hours (CET 9am to 6pm).

If interested, please email us at jobs@womenwin.org with your expression of interest and CV.



Women Win Core Competencies

All members of the Women Win team are expected to possess the following core competencies at self, team and organisational levels that enable them to perform in our fast-paced and constantly shifting work environment:

1. **Self.** Demonstrate passion for mission, strive for continuous growth and development, be goal-oriented, contribute special expertise, manage complexity, take action with integrity and fail forward
2. **Team.** Prioritise teamwork, champion diversity, foster talent, embrace change, communicate effectively across sectors, understand cross-cultural cues, lead and influence others
3. **Organisation.** Think globally, see opportunities, create the future, focus on outcomes and deliver results, foster partner and investor commitment to Women Win

