



TERMS OF REFERENCE

COORDINATOR, COLLECTIVE INTELLIGENCE & ACTION AT WINGS

WINGS: Elevating philanthropy

[WINGS](#) is the largest global network of philanthropy support and development organisations. We work to make sure that philanthropic actors around the world have the knowledge, tools and supportive environment to create transformative change at a local, regional and global level.

Our 195+ members – philanthropic associations, networks, support organisations, academics, funders and more – span 55+ countries and we represent philanthropy at international fora like the GPEDC and the UN.

Our goal is to encourage collaboration and ignite potential — to rally philanthropic actors everywhere to build a more just, equitable, and sustainable world and support the achievement of the 2030 Agenda and the Sustainable Development Goals (SDGs).

We work in three impact areas that offer the greatest potential for creating lasting systemic change: Collective intelligence and action, strengthening ecosystems, advocacy and policy. The current post will be part of the WINGS Programmes team, to strategise, lead, and reinforce the implementation of the initiatives in our collective intelligence and action area.

WINGS is an established hub of wisdom, critical thinking and practical experience. We synthesise and curate this rich cache of intelligence to ensure the philanthropic community we serve has access to the best knowledge available from across the globe to inspire transformative action. Our collective intelligence and action work is focused on four critical impact areas: the cutting edge of thought leadership; driving the availability and use of excellent data; best practices and new frameworks; and movement building. This new position is open to someone who works at the intersection of knowledge curation, engagement and collective action.

Job Summary

Working under the direct supervision of the Programmes Director, the Coordinator will design, implement and evaluate innovative strategies to boost our collective intelligence and action work. They will be responsible for the following main objectives:

- Collective intelligence and action unit: Coordination of the planning and implementation of targeted strategies, oriented to identify and set trends, convening critical debates and challenging philanthropic actors to take a more transformational approach to serving civil society, social change and sustainable development.
- Project and grant management: The Coordinator will manage different initiatives, including WINGSForum. This includes project and grant management tasks to successfully implement the action plans.
- Bridge building: The Coordinator will be responsible for the day-to-day engagement and communication with WINGS members and partners (individuals and organisations) involved in the projects, catalysing relationships between them, stakeholder engagement, organising online and in-person events, and devising strategies for innovation and growth.
- Contribute to advance the overall mission of WINGS: Support WINGS in its ongoing responsibilities, communications and future resource acquisition as necessary. The Coordinator will collaborate with other staff members on different projects.

Main areas of **responsibility** will include, but are not limited to:

- Contributing to developing the Collective Intelligence and Action unit, including strategizing and defining a work plan for the next strategic period (2023-2027).
- Coordination (planning and implementation) of WINGS programmatic initiatives to foster collective intelligence and action. This work includes developing initiatives to curate and share best practices to influence the field, co-creating research, tools, and generating foresight and movement building to promote philanthropy's transformation.
- Run our flagship global event. The Coordinator will be responsible for WINGSForum which will be hybrid, online and in-person meeting over the strategic period (2023-2027) (general coordination, content design, supervision of event organizer). The next WINGSForum will be an in-person meeting in 2023.
- Coordination of targeted research. Provide technical support, guidance, and partnership identification and coordination for global projects.
- Liaise with members and partners to implement collective intelligence and action activities.
- Coordinating all activities with the WINGS members and the team, with weekly virtual meetings, virtual team events, and occasional travel (when possible).



- Designing, implementing and facilitating webinars, online meetings, and in-person events.
- Ensuring institutional learning for WINGS on collective intelligence-related matters and helping keep WINGS tools and resources updated in this regard.
- Serve as an expert and represent WINGS externally by providing inputs for events, serving as a speaker and writing content.
- Manage the project's budget execution analysis, risk analysis and mitigation.
- Creating and maintaining comprehensive project documentation.
- Support grant writing and fundraising to sustain WINGS' work on collective intelligence.

Requirements

This is a consultant position with full-time dedication. The Coordinator can be based anywhere as long as they are willing to overlap with Africa, Europe, and Brazil's working hours.

A successful candidate will have the following:

- Extensive knowledge of the philanthropy field, its critical debates and trends.
- English as the first language, including solid writing skills. Fluency in other languages is appreciated.
- Experience in knowledge production and research.
- Experience in facilitating communities of practice, designing and coordinating events such as peer learning, workshops, webinars, conferences.
- Open-mind, dynamic, and learning attitude.
- Solid analytical skills. Experience in knowledge management is an asset.
- Ability to work independently and as a member of the team.
- Global mindset: openness to and awareness of cultural and geographic diversity.
- Strong interpersonal skills, excellent verbal communication, and ability to build relationships with a broad range of actors.
- Experience abroad or working with international partners/ in a global setting.
- Proficiency in the use of computers and database systems.
- A minimum of 7 years of relevant professional experience.
- Relevant Bachelor's degree.
- Master's degree or equivalent is an asset.

How to Apply

Please submit a cover letter, CV, and compensation expectations (in USD) to be considered. The successful candidate will be responsible for their own tax obligations and compensated by a monthly consultation fee. Applications should be sent to Rafaela



Sanches at rsanches@wingsweb.org by **Wednesday, 30th November 2022**. Consideration will begin as soon as applications are received, and the position will remain open until filled. Applicants are encouraged to apply before the deadline.