

WOMEN'S FUNDS COLLABORATIVE

a project of
newventurefund

Program Manager - Women's Funds Collaborative

The Women's Funds Collaborative seeks a Program Manager to support a participatory grantmaking program focused on building the infrastructure of women's funds as well as the ecosystem of women's funds.

Who We Are

The Women's Funds Collaborative (the Collaborative) is an ambitious five-year initiative that aims to strengthen the infrastructure and visibility of women's funds and philanthropic actors that provide financial and other support to advance the human rights and opportunities of women, girls, and LGBTQI people in countries around the world.¹ Women's funds have a long track record of knowing where and how to support organizations working to achieve gender justice in their communities, countries, and regions. Today, they are leading women's rights movements in some of the most challenging contexts and informing philanthropic donors in supporting those efforts.

Launched by Foundation for a Just Society, The Open Society Foundations, the Wellspring Philanthropic Fund, and the William and Flora Hewlett Foundation, the Collaborative seeks to amplify the profile of feminist philanthropy and advance gender justice around the world. The initiative is designed to support women's funds to invest in their own institutional and organizational needs--strengthening infrastructure, leadership, communications, fundraising, learning, and other efforts that position them to maximize their impact and achieve their goals. Through 2024 the Collaborative will make at least \$20 million in grants to women's funds using a participatory governance structure to elevate the voices and perspectives of women's funds in determining the strategic direction and funding decisions. At the end of five years the Collaborative will commission and publish a third-party evaluation of the initiative that will include recommendations for further action.

The Women's Funds Collaborative is a project of the New Venture Fund (NVF). NVF, a 501(c)(3) established in 2006, conducts public interest projects and provides professional insight and support to institutions and individuals seeking to foster change through strategic philanthropy. A participatory Steering Committee made up of representatives of private foundations, women's funds, and the [Prospera](#) Secretariat oversees the Women's Funds Collaborative.

Where You Fit

¹ For more details, please see the Collaborative's [2019 press release](#).

The Women's Funds Collaborative seeks an individual to manage its participatory grantmaking. The Manager will work closely with the Director to translate the vision for the fund and to develop, evaluate, and document the model and the results of the investment in women's funds and the effort to strengthen their role in the ecosystem of funders for feminist movements.

The Role

1. Management

- Working closely with the Director, provide thought leadership for the implementation of the five-year strategy of the Women's Funds Collaborative.
- Work in collaboration with the Advisory Committee, comprised of women's funds and private philanthropy representatives, to define and manage the participatory grantmaking process with a focus on building up the capacity of women's funds and strengthening the ecosystem of women's funds.
- Coordinate participatory review of the proposals and funding recommendations by the Advisory Committee and approval by the Steering Committee.
- Collaborate with the Learning and Evaluation Manager to develop innovative reporting approaches that facilitate learning among women's funds.
- Engage the Advisory Committee in a reflection of each process. Document insights and use them to refine approach.
- Build and maintain strong, collaborative relationships with women's funds and with the Prospera Secretariat.
- Network and engage with other funds that are using similar approaches or focused on similar objectives to share insights and learning.
- Serve as liaison to New Venture Fund to streamline processes for due diligence as well as to facilitate contracts and grant payments and any grant-related communications.

2. Learning and Accompaniment

- Work in collaboration with the Feminist MEL Manager and Advisory Committee to inform the design of a learning and evaluation strategy that aligns to our feminist values.
- Engage with the team and Advisory Committee to synthesize learning and insights on collaborative's participatory grantmaking strategy.
- Support efforts to advance institutional strengthening of women's funds and the women's funds ecosystem.
- Facilitate community-building experiences and platforms that advance the skills, solidarity, and collaboration among women's funds in collaboration with Prospera.
- Stay abreast of issues related to women's funds, participatory grantmaking, and accompaniment by reviewing publications and attending related conferences, meetings, and other events.

3. Engagement and Influencing

- Contribute to ongoing efforts to produce blogs, briefs, and publications that showcase our shared governance and participatory grantmaking model.
- Cultivate relationships with and engage strategic philanthropic networks to share insights on our model and focus on investing in the infrastructure of women's funds.
- Leverage learning and insights to influence philanthropic practice.
- Build the collaborative's capacity to play a leadership and convening role on shared governance and participatory grantmaking.
- Participate in meetings, conferences, and other convenings to advance the collaborative's goals.

Qualifications and Experience

- A deep commitment to advancing women's human rights and knowledge of feminist movement building.
- 7 – 10 years of experience in program management with women's, feminist, and/or gender justice movements. Previous experience in supporting organizational resilience or in philanthropy a plus.
- Strong project management skills, with experience in developing, operationalizing, and managing a new innovative model.
- Facilitation skills with experience working with diverse groups and an ability to invite people into the process and make space for diverse perspectives and experiences.
- Leadership in guiding and overseeing learning and evaluation, documentation and sharing lessons and insights.
- Excellent verbal, written, and listening skills with exceptional attention to detail.
- Effective collaboration with a diverse team, respect differences while working toward shared goals. Comfortable with periods of ambiguity and emergence.
- A strong intersectional analysis with a particular emphasis on gender justice.
- Networking, relationship building and engagement skills to be used with a range of audiences in meetings, conferences, and gatherings of diverse audiences.
- Demonstrated capacity to be self-directed and work collaboratively with external partners.

Qualities and Skills

- A people person who is skilled at relationship building and holding space for deep connection and engagement

- A network weaver who routinely thinks about the web of connections that form ecosystems of a movement and how to nurture and strengthen the individuals and the connections
- A creative and imaginative thinker who lives into feminist futures
- A doer with strong analytical and process management skills who is skilled at translating vision into action
- A curious and committed life-long learner
- An effective, clear and confident communicator, skilled listener who asks probing questions to support others to articulate their goals and move toward new discoveries and ways of shifting power
- Organized, planful, with the flexibility to ability to adjust to changing circumstances.

Salary and Benefits

The salary range for this position is \$75,000-\$92,000 depending on experience. We offer a generous benefits package, including employer paid health, dental, and vision insurance, a 3% employer match on 401K contributions, pre-tax transportation benefits, and paid holidays, vacation, sick and volunteer time off, as well as a commitment to professional development and growth.

Additional Information

This is a 4-year position based on renewal of an annual contract. This is a virtual position. The candidate will need to attend staff retreats twice per year, occasionally attend conferences or other convenings in support of our work or for professional development purposes.

Eligible Applicants

This is a global search with a priority to finding candidates in the Global South. The structure of the employment agreement between the Collaborative and the Program Manager will be determined by the geographical location and work authorization of the successful applicant. The Program Manager will be hired as a New Venture Fund employee or engaged via an alternate arrangement, depending on the circumstances.

Application Details

Applicants should send a single document containing a 1) one pager cover letter, 2) one- or two-page resume/CV, and 3) two writing samples to hello@fenomenalfunds.org with the subject Program Manager in the subject line. We regret to inform you that we will only be able to respond to applicants selected for interview.

New Venture Fund Careers

The Women's Funds Collaborative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public interest projects and grantmaking programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identify, sexual orientation, national origin, political affiliations, ancestry, age, disability, genetic information, veteran status, and all other classifications protect by law in the locality and/or state in which you are working.