

Advisory Services – Programme Specialist

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.

Women Win has 3 main areas of work:

- *GRLS* whose mission is to advance the playing field that progresses gender equity in and through sport and play.
- *Win-Win Strategies* whose mission is building bridges to advance girls and women’s economic resilience through impactful partnerships and holistic approaches.
- *Advisory Services* whose mission is to catalyse a shift in the philanthropy ecosystem that strengthens local activists, organisations and movements’ capacities to drive change on their own terms.

Programme Support Role

As the Advisory Services work has been rapidly growing, Women Win is seeking a Contractor to support the team with daily administration, operational and grantmaking deliverables. The work of Advisory Services includes pooled funding mechanisms, fiscal sponsorships, shared governance approaches, participatory grantmaking and learning communities. The team oversees a range of “funds” which aim to drive fundamental change, with a gender lens and an eye towards girls’ and women’s long term resilience.

This is an exciting opportunity that allows for learning and contribution across many core areas of work. A large part of this role will involve administrative and grantmaking support for the [Numun Fund](#). Women Win acts as a Fiscal Sponsor for the Numun Fund which aim is to seed and sustain feminist technology infrastructure for movement organising in/from the Global South. Therefore, Women Win would expect the preferred candidate to have high quality administrative skills, attention to detail and project management experience.

Responsibilities

Core responsibilities include but are not limited to:

Grantmaking support:

- Maintain, and ensure high quality re-granting and grant management procedures are in place and consistently followed, including but not limited to due diligence procedures, and systems to ensure grantmaking is efficient and appropriate to funder requirements and local partner’s needs.
- Manage all contracting processes, including drafting and processing contracts, liaising with internal (finance) and external stakeholders (local partners) to collect data necessary for contracts and payment processes, collecting and providing data for reports, writing reports etc.

Programme & administrative support:

- Support the implementation of efficient and high quality administrative, operational and financial processes.
- Support the provision of financial and legal reporting information and the preparation of narrative and financial reports for funders.
- Organise and provide support for meetings, including scheduling, preparing meeting agenda, taking notes and providing follow up on action items. Manage the logistics of in-person and virtual activities (meetings, webinars, workshops, exchanges and other events) including IT needs for virtual activities (recording, breakout rooms, digital security).



- Support the entry of data for programmes (such as donor grants, sub-grants, payment requests), resource mobilisation (contacts, fundraising.) etc. Additionally, ensure that the system that Women Win uses for grantmaking (“Salesforce”) is updated and maintained.
- Conduct desk-based research to further develop Women Win’s advisory services and fund management approach.
- Support the provision of financial, management and governance information required for fundraising proposals.

Knowledge and Skills

- Bachelor or higher education in international development, social sciences, gender, or human rights.
- Applicants must be fluent in English (speaking and writing). Additional languages are a plus.
- 1-3 years’ experience working in any of the fields mentioned above
- Strong experience in grantmaking
- Demonstrated commitment to girls’ and women’s rights globally
- Ability to work independently and with a global team
- Cultural awareness and have the ability to work well in an international environment with people from diverse backgrounds and cultures
- Sound project management skills, and experience designing work plans and management of deadlines and deliverables.
- Curious mind-set and adaptable working style
- Technologically savvy

Terms of the Consultancy

- Location: Candidate is expected to work mainly CET hours, but home base is flexible
- Duration and period: 4 days a week (32 hours) for the period of November 2022 – April 2023.
- Status: If you are based in the Netherlands, you will need to be registered with the Dutch KvK (Kamer van Koophander) and have the necessary authorisations to work as an independent contractor.

How to Apply

Interested candidates are encouraged to apply as soon as possible, no later than the 5th of October 2022. Please submit the following to jobs@womenwin.org with “Advisory Services Contractor” in the subject line:

- Expression of Interest outlining how your knowledge, experience and skills fit this profile, as well as your daily rate and availability to start.
- Resume/CV in English.

Women Win strives to be a diverse and inclusive organisation. For us, this translates to creating an environment where everyone can bring their authentic selves to work and make it easy for others to do the same. We encourage applicants with diverse backgrounds and experiences to apply.