

WOMEN WIN is recruiting a Senior Programmes Coordinator (Ignita)

ABOUT WOMEN WIN

Founded in 2007, [Women Win \(WW\)](#) is a global multi-dimensional women's fund guided by the vision of a future where every girl and woman* exercises their rights. With a global team based largely in the Netherlands, WW collaborates with diverse partners to increase the assets, access, voice, and agency of 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.

Our programmatic work is distributed across three "Brands" which all serve WW's overall vision, but each with their own unique mission:

- **GRLS:** Advance the playing field that progresses gender equity in sport & through play;
- **Win-Win Strategies:** Connect the power of business with the deep assets of women's funds and organisations to economically empower women;
- **Ignita:** Catalyse a shift in the philanthropy ecosystem that strengthens local activists, organisations and movements' capacities to drive change on their own terms

WW's work is also supported by:

- a world-class **Finance and Operations** team;
- our **'Learn'** team which drives learning, innovation and knowledge management;
- our **'Influence'** team which focuses on resource mobilisation, thought leadership and communications coordination across the organisation.
- our **'People & Culture'** team which focuses on Women Win's values and leadership ethos to create and maintain a unique and fun working environment and sustain a diverse, thriving team.

ABOUT THE ROLE

The work of Ignita 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. We champion transformative philanthropy by disrupting the philanthropic sector to acknowledge and challenge unequal power structures. We strengthen movements and network building by fostering trust-based connections and collaborations that drive meaningful and collective change.

The Ignita Senior Programme Coordinator is a core team member within the Ignita team, and will lead the daily operations and technical implementation of a variety of projects and programmes across the portfolio. It is a requirement of this role that applicants have a strong generalist profile enabling them to coordinate a project from end to end, while communicating with and managing a range of diverse stakeholders including local partners and funders. We will prioritise candidates that have multi-sector experience - deep experience working with women's rights organisations and experience liaising directly with funders is required. Candidates need to demonstrate an excellent understanding of how to collaborate with and influence a diverse range of external stakeholders.

This is an exciting position, with a growing portfolio of work, which requires flexibility, creativity, initiative, and a passion for learning. The Ignita Senior Programmes Coordinator reports to the Ignita Programmes Manager and will work closely with the Ignita team and wider Women Win team members.

CORE ACCOUNTABILITIES

Programme Coordination

- Oversee the daily operations of multiple Ignita programmes, ensuring a collaborative approach with the Ignita team, Finance and Operations (FinOps) team and external funders and partners.
- Maintain technical excellence in execution of tasks, including overseeing programme budgets and legal/contractual requirements.
- Lead programme design and evolution collaborating with internal and external stakeholders including governance set up, stakeholders' coordination, reporting and learning.

Fiscal Sponsorship Management

- Act as the contact point for the client and work with them throughout the different phases of the fiscal sponsorship: negotiation, set up, and accompaniment. Provide the client with the level of support requested.
- Work with the Ignita and FinOps teams to negotiate the terms of the fiscal sponsorship ensuring all legal requirements are met and communicated with the client.

Re-granting/Grant Management

- Uphold and improve grant making and grant management procedures, including but not limited to due diligence procedures, grant agreements, and systems (e.g. Salesforce), to ensure grantmaking is efficient and appropriate to funder requirements and partner needs.

Stakeholder Management & Resource Mobilisation

- Maintain ecosystem of external stakeholders related to Ignita's work. Organise and facilitate in-person and virtual activities' when needed e.g., workshops, webinars, meetings.
- Align with the Influence Team to identify new opportunities and support the Ignita Resource Mobilisation strategy.
- Design & write proposals, maintain current Resource Mobilisation systems and documents up to date.

Learning Mindset

- Liaise with other staff members to share innovations and promising practices; identify learning opportunities; and streamline organisation-wide programmatic efforts.
- Proactively seek innovative ways of working from decolonised and participatory grant making perspectives and approaches which benefit the Brand and the organisation.

Miscellaneous

- Participation in various Special Project teams and other ongoing work of Women Win as required.
- Represent WW and the Ignita brand externally as needed.

ABOUT YOU

Education: at least a university degree in a relevant field e.g. Gender, International Development, Human Rights etc.

Experience: In addition to Senior Coordinator level competencies (as described above), the candidate should have:

- 3-6 years' work experience in women's rights and/or international development;
- a solid understanding of international grassroots organisations and the feminist movement;
- a feminist mindset.
- highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures;
- excellent project management skills with experience in designing work plans and management of multiple competing deadlines and deliverables.

- ability to maintain multiple internal and external stakeholder relationships;
- experience in programme design, coordination, monitoring and evaluation and budget oversight. Experience in larger more complex programmes is highly desirable;
- high level facilitation skills, particularly with cross cultural and multi-lingual groups, and experience in delivering sessions digitally and face to face;
- have excellent listening, written and communication skills with the ability to communicate effectively with others, especially digitally and in a remote setting.

Travel: Ability and willingness to travel approximately 20% of the time. This includes ensuring availability to attend Women Win in-person team meetings, retreats and project required travel.

Location: Candidate is expected to work mainly CET hours to connect with colleagues and work collaboratively with the team, but home base is flexible.

Working Hours: Full time position (40 hours).

Salary: Senior Coordinator level position with compensation based on the Women Win salary scale.

Languages: English and one additional language fluency - orally and in writing. Additional languages are always a plus.

TO APPLY

Hiring for this position is open immediately and interested candidates are encouraged to apply as soon as possible, no later than the **Monday 6th November**. Please submit the following to jobs@womenwin.org with "Senior Coordinator Ignita" in the subject line:

- Motivation letter outlining how your skills and experience make you the best candidate for this position.
- Please indicate when you would be available to start at WW in your motivation letter.
- English resume/CV.

Notes.

- Women Win strives to be a diverse and inclusive organization. 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.
- WW cannot procure a working permit for prospective candidates. WW will also be unable to provide individual feedback to applicants who are not short-listed.
- When we collect your personal information as part of a job application or offer of employment, we do so in accordance with industry standards and best practices and in compliance with applicable privacy laws. WW is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at hr@womenwin.org.

To all recruitment agencies: WW does not accept agency resumes. Please do not forward resumes to our jobs alias, our employees or any other organisation location. WW is not responsible for any fees related to unsolicited resumes.