

WOMEN WIN is recruiting a Programmes Coordinator (Ignita)

ABOUT WOMEN WIN

Founded in 2007, [Women Win](https://www.womenwin.org) is a global women's fund guided by the vision of a future where every girl and woman exercises their rights. We collaborate with diverse partners to increase the assets, access, voice, and agency of women, girls, and gender expansive people around the world, investing in and supporting a global portfolio of partners while influencing cross-sector stakeholders and brokering unusual partnerships. Women Win works to advance girls' and women's rights amidst the scarce resources currently available for feminist movements.

WHO WE ARE

We take our mission seriously – and we take play just as seriously. We're driven by purpose, energised by change, and we believe that joy, curiosity, and genuine care for one another are just as essential as technical excellence. The people who thrive here are those who can hold complexity with creativity – and who find their best work happens in collaboration with others.

ABOUT IGNITA

Ignita operates as a feminist intermedium providing safe and responsive infrastructure to resource feminist movements to drive change. We steward a portfolio of approximately 20 projects and partnerships including fiscal hosting, incubation and intermediary grantmaking. Simultaneously, we invest in ecosystem-building initiatives including network membership, learning communities, collaborative innovation, and shared infrastructure. Our work centres solidarity, trust-based relationships, and movement accountability rather than transactional service provision. Ignita works closely with other teams within Women Win, particularly Finance and Operations, to deliver on Ignita's feminist intermedium ethos.

POSITION SUMMARY

The Ignita Coordinator supports the operational delivery of Ignita's portfolio, working closely with the Ignita team to ensure smooth workflows across programmes, grantmaking, and partnership development. This role manages several smaller projects independently while supporting broader portfolio work through coordination, execution, and administrative excellence. The Coordinator supports strong communication between internal teams and external partners, maintaining technical quality and attention to detail across all work.

This is a dynamic, all-rounder position suited to someone who thrives on variety and is eager to grow within feminist funding ecosystems.

This position reports to the Ignita Manager and works closely with the Ignita team, Finance, Operations, and external partners.

CORE ACCOUNTABILITIES

Programme Coordination & Project Management

- Oversee day-to-day operations of several smaller Ignita projects, including workplanning, budget tracking, and deadline management
- Support broader portfolio work by executing established processes and coordinating across teams
- Maintain technical quality in execution including programme budgets and legal/contractual requirements.

Grantmaking Support

- Support grant management procedures across Ignita including due diligence, grant agreements, and systems (e.g. Salesforce)
- Coordinate with hosted initiatives and grantees, providing responsive communication throughout partnership lifecycle
- Contribute to process improvements by identifying efficiencies and streamlining procedures

Partnership Development & External Coordination

- Coordinate proposal writing and resource mobilisation documentation for Ignita and hosted initiatives
- Support partnership exploration and stakeholder engagement activities
- Represent Ignita in external communications, articulating our feminist values and the work with clarity

Administrative & Operational Support

- Provide administrative support to the Ignita Director including meeting coordination, notetaking, travel logistics, and document preparation
- Execute administrative and contracting processes for fiscal hosting services
- Collaborate with team to automate and streamline operational processes

ABOUT YOU

Education: At least a university degree in a relevant field e.g. Gender, International Development, Human Rights, Business Administration, Finance, etc.

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

- 3-5 years in philanthropy, international development, women's rights, or related fields
- Experience in administrative, coordination, or operations roles with exposure to grant management, project coordination (workplans, budgets, deadlines), or nonprofit operations
- Strong organisational skills with attention to detail and ability to manage multiple projects simultaneously
- Good communication skills including writing and coordination with diverse stakeholders
- Feminist mindset with understanding of grassroots organisations and affinity for feminist approaches
- Ability to work in international, remote environments
- Proactive, self-motivated, and eager to learn and develop new skills

Preferred (nice-to-have):

- *Fiscal hosting or fiscal sponsorship experience*
- *Experience with grant management systems (e.g., Salesforce)*

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.

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

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: Coordinator level position with compensation based on the Women Win salary scale. Women Win believes in global pay equity meaning that team members' compensation is equalized regardless of location. Salaries are based on Women Win's salary scale which considers the expected level of competency and complexity of the role and strives to create consistency across the organisation. Women Win believes in putting our best offer upfront and standardizing benefits to all candidates, in the interest of fairness for all team members.

Benefits: As part of our complete offer and in line with our commitment to collective care, Women Win offers the following benefits:

- 25 days of paid vacation time annually
- 3 shut down weeks annually
- Monthly wellbeing allowance
- Remote work and flexible work arrangements
- Home office contribution

TO APPLY

Applications are open. The deadline is **Thursday 12 March 2026, 17:00 CET**.

Please send the following to jobs@womenwin.org

- **CV** (English)
- **Cover letter** (max 1 page) addressing the following:
 - Tell us about a piece of work you're proud of that involved coordination, administration, or operations - ideally with some exposure to grants, budgets, or partnerships. What was your specific contribution, how did you manage competing priorities or collaborate with others to get it done, and what did you learn from it? This doesn't need to be a grand example - we're interested in how you think and what you notice, not just what you've achieved.
 - We'd also love to know what draws you to Ignita's work specifically - what excites you about feminist intermediary infrastructure, and why this role?
 - Please include your available start date in your letter.

Notes.

Women Win strives to be a diverse and inclusive organisation and encourages applicants from all backgrounds to apply. We are unable to sponsor work permits or provide individual feedback to applicants not shortlisted. If you require a reasonable accommodation due to a disability, please contact hr@womenwin.org. We do not accept agency resumes.