Programme Coordinator, FREE FemFocus (2 positions) – Job Description

WOMEN WIN is recruiting two Programme Coordinators for FREE FemFocus, a five-year programme supporting women entrepreneurs in Kenya, Nigeria, South Africa and Uganda. Each role is based in one of those four countries.

About Women Win

Founded in 2007, Women Win 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 FemFocus

FREE FemFocus is Women Win's five-year programme (July 2026 - June 2031) supporting civil society organisations that advance women's entrepreneurship in Kenya, Nigeria, South Africa, and Uganda. Hosted with the FREE Fund, it provides grants, capacity strengthening and network brokering to organisations that deliver the work on the ground. We do not deliver services to women entrepreneurs ourselves.

The programme is funded by the Netherlands Ministry of Foreign Affairs, which selected Women Win for the Encouraging Women's Entrepreneurship instrument of its FemFocus grant policy framework.

FREE FemFocus is built on two principles: it is African-led, and it uses participatory grantmaking, so in-country partners and experts help shape the Fund's priorities and decisions.

Position summary

The Programme Coordinator is responsible for the day-to-day coordination of partner relationships and programme delivery of FemFocus. Working closely with the Programmes team, the Coordinator supports partners from selection through implementation: coordinating capacity-strengthening and Learning Hub

activities, accompanying grantee relationships and reporting, and making sure our participatory, locally-led approach turns into practical, well-run support on the ground.

This is a foundational role in a newly designed, multi-year fund. The Coordinator will help shape how the role and the portfolio evolve as FemFocus moves from inception into full implementation.

The ideal candidate builds trust easily, keeps many threads moving at once, and is comfortable in a programme that is still being shaped. You believe the organisations closest to women entrepreneurs are best placed to know what needs to change, and you know how to back them up rather than step in front.

This position reports to the Regional Manager for the FemFocus programme. The role works closely with colleagues in Finance, Operations and MEL, with the second FemFocus Programme Coordinator, and with partners.

Core accountabilities

Partner and portfolio coordination

- Manage day-to-day, trust-based relationships with partners in your assigned countries, from contracting through active grant management;
- Support partner reporting: collect, review, and follow up on narrative and financial reports, and flag risks or delays early;
- Work with Finance and Operations so compliance requirements reach partners in a clear, light-touch form, and raise safeguarding and risk concerns promptly;
- Keep accurate, up-to-date records of partner engagement, activities, and portfolio status.

Capacity strengthening, learning and connections

- Coordinate capacity-strengthening and Learning Hub activities locally, based on what partners say they need;
- Help partners connect with buyers, financial institutions, policymakers, and funders;
- Represent Women Win at in-country meetings, partner events, and convenings.

Participatory grantmaking and programme support

- Support the partner-facing parts of selection and priority-setting;
- Contribute country context and partner feedback to programme-wide decisions, including during inception and where Women Win's own processes get in the way;
- Coordinate between partners and other workstreams (MEL, Advisory Committee processes);
- Develop materials and communications for partners.

Miscellaneous

- Take part in team meetings, planning, and cross-functional initiatives at Women Win.

About you

Education: Bachelor's degree or equivalent experience in international development, gender studies, business or entrepreneurship, or a related field.

Experience: The candidate should have:

- 3–5 years' experience in programme or project coordination, ideally in women's economic empowerment or entrepreneurship support;
- Experience managing relationships with multiple partners at once, including grassroots and community-based organisations;
- Familiarity with grantmaking processes (application review, due diligence, reporting cycles);
- Strong organisational skills and the ability to manage competing deadlines across a portfolio;
- A solid understanding of entrepreneurship, business models, or private sector development;
- Strong online and in-person facilitation and presentation skills;
- Cultural awareness and comfort working across multi-country contexts;
- Comfort with digital tools for coordination and reporting;
- Strong written and spoken English;
- A feminist mindset and an affinity for feminist approaches;
- A proactive, adaptable, detail-oriented approach, and comfort in a programme that is still being shaped.

Lived and contextual experience counts alongside formal qualifications.

Preferred (nice-to-have):

- MEL experience;
- Knowledge of the women's entrepreneurship and civil society landscape in your country.

Practical details

Start date: Ideally in January 2027.

Location: Must be based in Kenya, Nigeria, South Africa, or Uganda, with the right to live and work there. The role is remote-based, and working hours need to overlap with CET to connect with colleagues and collaborate with the team.

Travel: Ability and willingness to travel approximately 20% of the time. This includes travel within countries to partner events and convenings, and attendance at Women Win in-person team meetings and retreats.

Languages: Strong written and spoken English. Additional local or regional languages are a plus.

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 equalised 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 standardising benefits for all candidates, in the interest of fairness for all team members.

Contracting: Your contract will be issued via our Employer of Record partner. An Employer of Record (EoR) is a third-party organisation that becomes your legal employer for payroll, taxes, and statutory benefits in your country, while you work day-to-day as part of the Women Win team.

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

How to apply:

Applications are open. The deadline is **Sunday 22 November 2026, 17:00 CET**.
You can only submit your application through this **SurveyMonkey form**. In this form, you will be asked to upload your CV and to answer a set of questions.

Applications received in any other way will be disregarded. Applications will be reviewed on a rolling basis.

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.
- We completely understand and see the value of using AI in the process of writing your CV and answering our questions. We have also used AI to help us with writing this job description! However, we want to make sure we don't lose the human in the process. So while we don't discourage using AI for your application, we do encourage you to use your own words and authentic voice to ensure your application stands out.
- 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.