

Job/Consultancy announcement: Program and Network Coordinator

Background

[Ignite Philanthropy: Inspiring the End to Violence Against Girls and Boys](#) is a pooled, collaborative donor fund that maximises philanthropy's collective ability to take risks and act boldly in support of evidence-based solutions that prevent violence and help girls and boys to thrive. Ignite's fiscal sponsor is New Venture Fund.

Among other initiatives, Ignite Philanthropy hosts and supports a community of regional and global network organisations core to the field of preventing sexual violence against children, known as the Strategic Networks initiative. The initiative aims to cultivate greater network effectiveness, sustainability and field leadership among networks and key allies in the field to end childhood sexual violence, through core grants, capacity strengthening and tailored community building activities.

The role of the Strategic Networks initiative is a contributory one – the theory of change rests on strengthening the capacity, leadership, and connections among network leaders, which in turn contributes to the effectiveness and sustainability of broader networks, and wider ripple effects within the field writ large to end childhood sexual violence.

We are currently expanding the initiative to include a new grantmaking and capacity strengthening fund, 'Thrive Together', which seeks to invest in grassroots organisations and informal collectives led by those with lived experience of childhood sexual violence; strengthening their collective and individual capacities, and expanding their connections to the broader movement working to end sexual violence against children.

These existing areas of work are central to the current transition, learning and adaptation towards the new Ignite Philanthropy model and strategy.

Summary

We are recruiting for a Program and Network Coordinator to help support and guide this work over an initial 16-month contract (subject to renewal). This is a new role.

We are looking for a colleague that is driven, highly organised, and with experience in communicating with diverse organisations, networks and grassroots leaders, preferably in relation to human rights or violence prevention fields. We are particularly keen to hear from candidates with creative, proactive, and collaborative mindset, with natural network weaving instincts.

The successful candidate will report to the Program Advisor (Organisational and Network Strengthening), maintain close cooperation with the Program Manager for the initiative, and work collaboratively with other team members for overall success of the work. Our expectation is that the successful candidate will also form part of the overall Ignite Philanthropy team bringing life to the new strategy and model.

We are committed to a diverse team and inclusive working environment for people of all backgrounds and walks of life. Yet, we acknowledge that many social groups and identities are currently under-represented in our existing team, so we are determined to change this. We strongly welcome applications from people of colour, people with disabilities, people who identify as being LGBTQIA+, and people from other historically marginalised groups.

Please note: if you think you have what it takes for this role, but don't necessarily meet every single point in the job description, please do not let this hold you back from applying. We would love to hear from you.

Roles and Responsibilities

Programmatic Responsibilities:

- Assist with everyday communication and correspondence: coordinate and schedule meetings, appointments and events, organise translation and interpretation where needed
- Provide administrative support related to grants management: collect and compile grant applications and supporting documents, help maintain database, assist in preparation of grant-related reports
- Support the organisation of partner/learning community meetings and sessions: coordinate logistics for program meetings, workshops, and trainings, support in preparation and distribution of meeting materials
- Document the work: maintain organised records and files, helping to compile and prepare program reports and progress updates
- Manage and build regular network communications, including developing and maintaining a quarterly community newsletter
- Contribute to relationship building with partners, to build trust and strengthening your role as a network-weaver, helping partners to identify synergies, build connections and form alliances beyond their immediate networks and organisations
- Support monitoring, evaluation and learning efforts (data collection, reflection & analysis)

Ignite-wide responsibilities:

- Lead the implementation and transition of the overall team/workplan/strategy into a new system (Monday.com) for program management and CRM purposes
- Collaborate closely with other colleagues to identify synergies across the overall strategy
- Collaborate closely with the current Ignite team of 4 and participate in Ignite-wide strategy implementation and calibration conversations and actions

Experience, Knowledge and Skills

- Knowledge and experience related to network development, grassroots organising and/or capacity strengthening as a practice
- Experience communicating with diverse organisations, networks and grassroots leaders, preferably in relation to human rights work and violence prevention fields
- Excellent writing, analytical, and oral communication skills including the ability to collect, review, synthesise, and present information
- Strong ability to build trust and develop equitable relationships
- Creative, proactive and collaborative mindset, with natural network weaving instincts
- Experience working with remote colleagues/partners, and independently without close oversight
- Exceptional reliability, organisational skills, and attention to detail
- Ability to multitask and meet deadlines, and demonstrated resourcefulness in setting priorities
- Comfortable and experienced in online facilitation and leading wider logistics involved in online meetings/webinars
- Proficiency with Microsoft Word, Excel, Power Point, Zoom and Outlook
- Experience and high comfort level with Monday.com (or other comparable online project management tools)
- Fluency in English and at least one other language (for example: Spanish, Portuguese, French, Arabic, Hindi, Slavic languages, etc.)
- Experience in philanthropy and/or the field of Childhood Sexual Violence prevention (desirable)
- Occasional international travel may be required

Location

Flexible/Remote, however ideally overlapping with the current Ignite team members (who are based in GMT/CET time-zones) for at least 3-4 working hours each day.

Start date

September 2023, or as soon as possible thereafter.

Contract type

- If based in the US, fixed term employment contract.
- If based outside of the US, employment will be via a self-employed contract.

Pending successful implementation and securing additional funding, it may be possible to extend the role beyond the initial 16-month term.

Salary/Fees

In the range of \$65-80,000 annually, on the basis of a **consultancy contract**. The final amount will take into account the individual's experience and location.

Hours

40 hours a week (full time).

Next steps

Please submit your CV (max 2 pages) to coordinator@ignitephilanthropy.org along with your answers to the following questions:

- Provide an example from your past work experience that illustrates the specific skills and knowledge that you would bring to this role (*max 350 words*)
- What draws you to this role? How are you connected to the work? (*max 350 words*)
- Give an example to illustrate a personal characteristic that you feel is important for this role, and why you think it's important. You can draw on one of the characteristics featured in the list of '*Experience, knowledge and skills*', or choose a different one (*max 350 words*)

Timeline

The deadline for applications is 12pm GMT on Friday 4th August, 2023.

Shortlisted applicants will be contacted by the end of the day on Wednesday 9th August. **Please take note of the dates below for interview:**

- 1st round interviews – Tuesday 15^h / Wednesday 16th August
- 2nd/final interviews – Wednesday 23rd / Thursday 24th August

Hiring statement

Ignite Philanthropy: Inspiring the End to Violence Against Girls and Boys is a project of New Venture Fund (NVF), a U.S. 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programmes. 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, colour, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy (for US candidates only)

To centre the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID- 19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org