

Job/Consultancy announcement: Interim Program Manager (maternity cover)

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 an interim Program Manager to help guide this work over a 9-12 month period, on a maternity cover basis.

We are looking for a colleague that is experienced in working with networks and alliances to strengthen individual and collective impact towards a stronger, more resilient field. We are particularly keen to hear from candidates with existing track records in engaging new and existing stakeholders in collective activities, bringing them into the fold, and fostering their effective co-ownership and collective leadership of joint efforts. Candidates with experience in monitoring, evaluation and

learning in the context of systems-change approaches are also strongly encouraged to apply. Previous work in philanthropy or the field of Childhood Sexual Violence prevention is an asset.

The successful candidate will report to the Ignite Director and work collaboratively with other team members for overall success of the initiative. 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 during this period.

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

Relationship and grant management

- Management of existing core and capacity strengthening subgrants and reporting, including regular check ins with partners
- Work in collaboration with partners and other colleagues around future renewals, implementing a transparent, open process building on past learnings
- Contribute to overall safeguarding processes/developments

Capacity strengthening & Connectivity

- Provide capacity building accompaniment support to partners, where there is need, working as a trusted partner and critical friend to partner groups to understand and support action towards their organisational and/or network development needs and priorities
- With support from the Program and Network Coordinator, overall program management and coordination of the Strategic Networks learning community; in particular, facilitating member-driven leadership around key activities (e.g. Learning and Action lab focused on anti-oppression) and emerging areas of joint action and learning, and identifying synergies with Ignite's wider strategy
- Co-design and host community sessions (quarterly basis) in collaboration with cohort members, and coordinate other activities

- Across all community activities, embed principles of co-design and participation to ensure ownership, agency and generative, collective learning
- Act as a network-weaver between partners, helping partners to identify synergies, build connections and form alliances beyond their immediate networks
- Oversight, co-design and implementation support to the external partner leading a dedicated field leadership programme; including the co-creation of fellowship grants to help participants action their learning
- Develop relationships with other field-building actors, to ensure synergies, amplify learnings and to avoid duplication
- In collaboration with the Program Advisor, build out the capacity strengthening and connectivity pillars of the new strategy, incorporating learning from field strategy consultations and wider initiative-level learning
- Manage and build trusted and collaborative relationships with network/organisational development consultants

Monitoring, Evaluation and Learning

- Lead and oversee efforts to strengthen MEL framework and transition towards a comprehensive, Ignite-wide framework, working in collaboration with the Program Advisor and external learning partner
- Lead the internal development of systems and processes to embed the framework across the organisation
- With support from the Program & Network Coordinator, ensure smooth ongoing data collection and analysis during this transition

Experience, Knowledge and Skills

- Experience of providing and/or facilitating grantmaking, leadership and/or organisational/network development support to global and/or regional networks and alliances
- Experience in leading efforts to embed and strengthen monitoring, evaluation and learning. A focus on MEL in the context of organisational/network development and change, and/or systems MEL approaches, is a significant asset.
- Existing track record in engaging new and existing stakeholders in work, bringing them into the fold, and fostering their effective co-ownership and collective leadership of joint efforts
- Knowledge and expertise related to organisational and network development, and/or capacity strengthening as a practice, including management of related external consultants and providers

- Knowledge and experience of ways of working that are non-extractive, trauma-informed, and that seek to rebalance power dynamics. Understanding of anti-oppression frameworks and change processes is an asset.
- Creative and collaborative mindset, with natural network weaving instincts
- Relational approach to in-team collaboration as well as external partnership and engagement
- Strong emotional intelligence, listening skills and ability to facilitate and design participatory spaces among a diverse group of stakeholders
- A proactive mindset, able to find, create, and maximise new opportunities to bring ideas to life
- Experience in philanthropy and/or the field of Childhood Sexual Violence prevention (desirable)
- Knowledge, connections and/or insights from other intersecting fields – in particular, those working with feminist movements or other human rights defenders (desirable)
- Experience in community organising, power-building, bottom-up advocacy and working with informal, emerging and/or grassroots groups (desirable)
- Additional languages also desirable (French, in particular)

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.

Salary/Fees

In the range of \$80-90,000 pro-rata (\$64-72,000 0.8 FTE) annually, on the basis of a **consultancy contract**. The final amount will take into account the individual's experience and location.

Hours

32 hours a week (4 days/week).

Given the interim nature of this role, we are open to joint applications from 2 part-time candidates whose skills complement each other. If you are an

individual applicant but open to job-sharing, please indicate as much in your cover letter.

Next steps

Please submit your CV (max 2 pages) to recruiting@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 6pm GMT on Monday 31st July, 2023.

Shortlisted applicants will be contacted by the end of the day on Friday 4th August.

Please take note of the dates for interview:

- 1st round interviews – Thursday 10th / Friday 11th August
- 2nd/final interviews – Thursday 17th 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