

Facilitator **Key position information**

Position	Facilitator Sister Funds Global Crisis and Care Convening
Duration	May 30, 2024 - May 30, 2025
Status	Short-term contract (average 30 days)
Location	Virtual

What you'll do

You will co-design and lead the sessions for our global convening on Crisis and Care.

We're looking for

We are seeking two Facilitators who are conscientious, creative, curious and organized individuals with experience facilitating large and diverse groups, experience facilitating international events, and deep knowledge of philanthropic and social justice movements. The two can apply as a duo or individuals can apply separately .

This is a great opportunity for someone who:

- Thrives in complex large projects
- Strategic in approach: understands and addresses interdependencies and issues
- Enjoys working with a diverse group of colleagues
- Pays attention to details
- Adapts well to changes, is agile and innovative
- Centers care in their approach to work

1. BACKGROUND

The [Urgent Action Sister Funds](#) are a global consortium of feminist funds that provide rapid and responsive support for women, trans, and non-binary human rights defenders in moments of need, sustaining feminist activism by supporting the resistance and resilience of frontline defenders. Grounded in our Sisterhood Feminist Principles of Philanthropy, we have a political

commitment to share power and work together toward our common vision of sustaining feminist movements. Feminist activists around the world seeded Urgent Action Funds to become a nourishing ecosystem that supports the resilience of women and transgender human rights defenders through rapid response grants across the world.

WE ARE collaborative, co-equal and geographically distinct. Beginning in 1997 with UAF-for Feminist Activism (which now covers the Balkans, the Caucuses, Central Asia, Central and Eastern Europe, the Middle East, the U.S., and Canada), the Sisterhood grew out of the priorities of local feminist movements to include three additional and independent UAFs. UAF-Africa formed in 2001, UAF-Latin America & the Caribbean in 2009, and UAF-Asia & Pacific in 2017. Now the Urgent Action Sister Funds (UAFs) are four independent but regional feminist funds that work interdependently at the global level. The UAFs represent the only global consortium of regionally rooted feminist funds that provide rapid response support to women, trans, and non-binary Human Rights Defenders.

Our intersectional feminist approach to crisis response, our deep ties to regional and global movement networks, our 25 years of experience responding across contexts to crises of all kinds, and our ability to show how crisis response impacts human rights and gender equality all uniquely position the Urgent Action Funds in the philanthropic sector. We propose to leverage our reach and expertise to hold a convening on feminist crisis response called “Crisis and Care”. We are centering care alongside crisis because we have learned from feminist movements that collective care is a necessity when confronting a crisis. It is particularly needed in this time of constant crisis because it supports the sustainability, resilience and transformation of communities over time.

Specific Objectives

The convening has five specific objectives connected to solidarity, preparedness for future crises, and shifting narratives on crisis response to focus on the key role of feminist activists, organizations, and movements.

- Solidarity
 - Connect transnationally across feminist activists and movements from different regions to analyze responses to crises across contexts, and share and discuss what is working or not working
- Preparedness
 - Highlight trends of the most effective responses across crisis contexts to inform preparedness for future crises (e.g. early warning systems)
- Narrative Shift

- Demonstrate how feminist activists are leading grassroots, community action and response in the face of all kinds of crises
- Illustrate why and how care is and must be the bedrock of response and solutions to constant crisis
- Make the case for funding feminist movements as core to crisis response

Convening Format

First and foremost, we will tailor the structure of the convening to the needs and priorities of feminist women, trans, and non-binary human rights defenders and activists:

- We will work with an advisory team of activists to design the convening. Collective care as a practice and as a political necessity will ground the gathering. We will invite healing and care practitioners to help hold the space and support the holistic well-being of participants.
- We will unpack how a feminist lens supports activists in carrying out the nuts and bolts of crisis response effectively and efficiently, ensuring structurally excluded groups receive support.
- We will create a container for activists to share learnings with each other from their contexts on strategies towards sustaining activism (including collective care) - a rare opportunity - and strategize together about how philanthropy can better support their work.

Alongside the activist space, we will curate a specific agenda for donors and funders to better understand the unique impact of feminist crisis response, and meet with activists to learn from their work and listen to their priorities.

Together we will consolidate a body of knowledge on feminist crisis response that we can all reference to support future crisis interventions.

Participants

- Women, trans, and non-binary defenders and activists from different regions, backgrounds, and issue areas, e.g., women's rights, LGBTQI+ rights, disability justice, land and territory defenders, sexual health and reproductive rights, democracy and civil society, etc.
- Urgent Action Funds' staff rooted in feminist movements from across our regions who engage in feminist crisis response daily
- Healing and collective care practitioners who support and work with activists and movements confronting crisis
- Funders and donors working in gender equality, human rights, civic space, climate crisis, technology, and more

2. SCOPE OF WORK

The Co-Facilitators will be responsible for designing and facilitating the global convening program agenda. This role will work with another Facilitator and will be part of the Organizing Team, working closely with the Project Co-leads, Project Manager, and Logistics team and coordinating with the Activist Advisory Body and the Action Team.

Key objectives of this role include:

- Ensuring that the needs and perspectives of human rights defenders and activists are centered in the process and program agenda
- Ensuring the process reflects the Sisterhood's values and principles, in particular, collective reflection and learning
- Ensuring the documentation report is accurate and reflective
- Strengthened relationships and trust across teams collaborating on the project
- Ensures that the process allows for creativity, the active and meaningful engagement of participants, inclusivity, and collaboration

The tasks include:

- a. Develop the plan and methodology of the co-design process
- b. Implement the co-design process with the Activist Advisory Panel and the Action Team
- c. Work closely with the Organizing Team to ensure alignment with overall planning and with the logistics plan
- d. Facilitate relevant meetings
- e. Design and prepare convening materials in coordination with the SF COMMS Coordinator
- f. Draft facilitators' insight report
- g. Provide feedback on the documentation report
- h. Facilitate the post-event debriefs
- i. Feedback on the pre-meeting and post-meeting surveys
- j. Facilitate the engagement of speakers and participants; brief speakers as needed
- k. Ensure process and content align with sisterhood principles, values, and politics
- l. Be available on-site during the event - May 2025)
- m. Build rapport with the different teams

Deliverables

- Co-design methodology

- Facilitators' insight report
- Facilitation materials and pre-reading
- Program agenda
- Debrief

3. CORE COMPETENCIES

- Feminist in orientation
- Strategic in approach - understands and addresses interdependencies
- Ability to work with diverse teams and can accommodate different time zones
- Organized and efficient in work processes and systems
- Ability to adapt to changing circumstances and proactively address challenges that may arise during the planning and execution phases
- Awareness of different identities and cultural sensitivities to navigate nuances in planning and execution
- Ability to keep the project moving toward completion in the face of challenges
- Able to acknowledge different ways of knowing and learning
- Help manage constructively conflicts that arise during discussions
- Consensus-building - the ability to allow everyone to share and understand each other's perspectives
- Can sense and adapt to the energies and manage power dynamics in the room
- Support the expression and exploration of different points of view
- Treat all people with respect and dignity

4. QUALIFICATIONS

The ideal candidate should possess the following:

- At least five years of proven experience in facilitating large-scale and regional/global in-person convenings, and in co-designing agenda and spaces that foster deep engagement from stakeholders and participants
- Excellent communication and interpersonal skills, with the ability to build rapport and relationships with teams and participants
- Demonstrated ability to work collaboratively with a remote and diverse team
- Knowledge of the philanthropic (feminist funding) and human rights sector work
- Experience working with feminist organizations

- Fluent in English; skills in Spanish an advantage

4. REPORTING AND COORDINATION STRUCTURE

The Co-Facilitators will report directly to the Project Co-leads, who will serve as the primary points of contact for the project's duration. The Co-Facilitators will also work directly with the Project Manager, Activist Advisory Body, and Action Team and coordinate with the Weaving and Action Team.

6. DURATION AND LOCATION

The contract is expected to commence on May 15, 2024, and conclude by May 15, 2025 (the timeline/project duration will change as planning progresses). The Contractor will be expected to work remotely and be available for travel as required. The Facilitators will be supported by a staff member who can provide administrative and logistics support.

Onboarding, planning, methodology: 7 days Co-design and preparation of materials: 15 days Execution: 6 days, including travel Post-event debrief and report: 2 days
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7. APPLICATION PROCESS

Interested applicants are invited to submit their CV, highlighting relevant experience, and a cover letter by 10 May 2024 to Michelle Jimenez (mjimenez@uafanp.org).

We encourage women, trans, and non-binary applicants, people with disabilities, and people from historically underrepresented communities to apply.