

Contract Project Manager

Key position information

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| Position | Project Manager Sister Funds Global Crisis and Care Convening |
| Duration | May 30, 2024 - May 30, 2025 |
| Status | Short-term contract, part-time (average 60 days) |
| Location | Virtual |

What you'll do

You will lead the planning and execution of the project, oversee the day-to-day operations, supervise the organizing team, and facilitate communication, collaboration, and decision-making with relevant stakeholders.

We're looking for

Conscientious, creative, and organized individuals with solid international project management experience, experience in organizing international large-scale events, and deep knowledge of the philanthropic and social justice movements

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 and resilience 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
- 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 - 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 Project Manager will be responsible for the overall coordination, planning, and execution of the Urgent Action Funds' Global Convening on Crisis and Care. This role will be part of the Organizing Team working closely with the Project Co-leads, Co-Facilitators, and Logistics team and coordinating with the Activist Advisory Body and the Action Team.

Key objectives of this role include:

- Ensuring that the project is on time, on budget, and aligned with set objectives
- Ensuring the process reflects the Sisterhood's values and principles, including care
- Strengthened relationships across teams collaborating on the project
- Alignment and transparency across the different teams
- Strengthened relationships and trust across teams collaborating on the project

Key tasks include:

- a. Project planning and implementation: Develop and execute a comprehensive project plan, outlining key milestones and deadlines
- b. Resource allocation: Develop the project budget and monitor spending, ensuring financial accountability
- c. Coordinate with internal and external stakeholders to ensure seamless communication and collaboration
 - i. Develop and execute an internal communications/coordination plan to keep relevant teams and individuals informed and engaged throughout the project life cycle
 - ii. Plan and facilitate relevant team meetings
 - iii. Facilitate decision-making and feedback with relevant stakeholders
 - iv. Facilitate the engagement of speakers and participants
 - v. Lead and coordinate cross-functional teams involved in the event
 - vi. Engage with relevant staff and team members/core groups as needed
- d. Day-to-day supervision of the organizing team, ensuring clear roles, task supervision
- e. Ensure process and content align with sisterhood principles, values, and politics
- f. Conduct risk assessment and implement risk mitigation strategies
- g. Be available on-site during the event May 2025
- h. Lead team briefings and post-event debriefs
- i. Lead in the recruitment of the organizing team
- j. Attend regular check-ins and provide progress reports with the Project Co-leads, and the Organizing Team
- k. Coordinate closely with the Logistics Lead on logistics planning and execution
- l. Ensure compliance with relevant regulations, policies and standards

- m. Track project progress, identify areas of improvement, and implement corrective actions as needed
- n. Identify and escalate potential issues with the Project Co-leads

Deliverables

- Comprehensive work plan
- Risk assessment reports and contingency plans
- Budget
- Regular progress reports
- Post-evaluation reports
- Project closure report

3. CORE COMPETENCIES

- Feminist in orientation
- Strategic in approach - understands and addresses interdependencies
- Ability to manage diverse teams and 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
- Strong problem-solving skills
- Awareness of different identities and cultural sensitivities to navigate nuances in planning and execution
- Sound judgment
- Ability to keep the project moving toward completion in the face of challenges
- Ability to recognize and control project issues
- Communicates instructions and guidelines clearly and in a timely manner
- Effective decision-making
- Ability to build relationships
- Time management
- Strong attention to detail

4. QUALIFICATIONS

The ideal candidate should possess the following:

- At least five years of international project management experience

- Proven experience in managing large-scale global events (planning and execution) and managing teams
- Exceptional organizational and communication skills, with a track record of effectively engaging and managing relationships with internal and external stakeholders
- Experience in leading cross-functional teams, fostering a collaborative and inclusive environment
- 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
- Proficiency in project management tools and software for planning, scheduling, and collaboration

4. REPORTING AND COORDINATION STRUCTURE

The Contract Project Manager will report directly to the Project Co-leads, who will be the primary contacts. The Contract Project Manager will also coordinate with members of the Weaving and Activation Team and the Organizing Team. The Project Manager will be supported by a staff member who can provide logistics and administrative support.

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) for 60 days. Any changes will be negotiated between the Contractor and the Project Co-leads. The Contractor will be expected to work remotely and be available for travel as required.

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| Onboarding and planning - 50 days Execution + travel - 6 days Post-event and project closure - 4 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.