

## Terms of Reference

### Lead, Advocacy & Philanthropic Partnerships

<b>Designation/Title</b>	Lead, Advocacy & Philanthropic Partnerships
<b>Reporting</b>	Under the overall direction of the Director, Advocacy & Strategic Partnerships
<b>Direct Reporting</b>	Director, Advocacy & Strategic Partnerships
<b>Reporting Area</b>	All matters relating to resource advocacy & philanthropic partnerships
<b>Direct Reports</b>	None
<b>Works closely with</b>	SMT, the Thematic Leads in the Grants Strategy team, the Thematic Lead for MEL and the Finance Manager
<b>Location</b>	Works virtually

### Overview of Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights. The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018.

### Summary of the Role

Responsible for leading the implementation of the resource advocacy strategy as it relates to donors and private philanthropy and building, strengthening and sustaining relationships with the donor and philanthropy community.

This TOR also serves Women's Fund Asia Limited (WFAL), which is an Australian registered entity and its administration, governance and operations will be taken care of by the Executive Team of WFA.

## Responsibilities

### A. Resource Advocacy

1. Contribute to the development of WFA's resource advocacy strategy as it relates to donors and private philanthropy.
2. Manage the implementation of WFA's resource advocacy strategy as it relates to donors and private philanthropy.
3. Initiate, develop and implement resource mobilisation tactics and strategies
4. Research and develop concept notes, proposals and reports for existing and potential donors.
5. Manage the donation management system on Salesforce as it relates to donors and private philanthropy.
6. Manage reporting timelines and other donor-related work for donors and private philanthropy.
7. Coordinate and work closely with
  - a. Advocacy and Strategic Partnerships team to further the resource advocacy strategy of WFA with donors and private philanthropy, women funds and other allies in the region and globally.
  - b. Communications team to plan, produce and disseminate communication products including the WFA Annual Report, targeted at the donors and private philanthropy community.,.
  - c. Grants team to -
    - i. understand the issues and needs of the feminist movements in the region across WFA's thematic areas.
    - ii. understand the progress of grantee partners in identified areas of change.
    - iii. identify funding needs and gaps for WFA's grantmaking work.

- iv. share and present these issues, progress and funding needs and gaps in external spaces with the donors and private philanthropy community.
- d. Finance and Admin team to
  - i. prepare budgets, budget projections and financial reports for existing and potential donors as well as to understand the flow of resources in the financial environment.
  - ii. develop, manage and adhere to the resource advocacy and strategic partnerships budget, including regular monitoring of expenditures and the adherence to internal controls; produce reports that provide details and explanations for any budget variances.
- e. WFA's Compliance team to ensure donor compliance and grant obligations.
- f. Monitoring, Evaluation and Learning team for donor reporting, internal learning and reflection on WFA's strategic outcome to influence feminist resource architecture and to develop and implement a monitoring and evaluation plan as it relates to advocacy and donors and private philanthropy aligned with WFA's ToC and MEL Framework.

## B. Strategic Partnerships

1. Identify and map developments, trends, and opportunities for WFA in aid and philanthropy and the corporate funding landscape.
2. Identify strategic opportunities, events and partners for networking.
3. Build and maintain ongoing relationships with donors and private philanthropy in Asia and globally through representing WFA and participating in networks and other relevant spaces
4. Lead and manage strategic partnerships with donors and private philanthropy community ensuring alignment with WFA's goals and different programmatic strategies.



5. Initiate, lead and contribute to the implementation of the linking and learning strategy of WFA to advance its resource justice agenda focusing on donors and private philanthropy.
6. Represent WFA in external networks, alliances and consortiums and play a leadership role in these spaces where required.
7. Women's Funds:
  - a. Manage strategic partnerships, initiatives and relationships with women's funds in Asia and the Pacific region.
  - b. Manage the co-coordinator role of Asia and the Pacific Chapter of Prospera Network of Women's Funds.

### C. Organisational Processes, Management and Leadership

1. Lead the planning and oversight of day-to-day activities in resource advocacy and strategic partnerships with donors and private philanthropy.
2. Work with Directors, Thematic Leads and Managers to address programmatic, human resource, financial, and legislative issues as they arise.
3. Prepare and present reports for the review of the Board of Directors and senior management team on a quarterly and annual basis as it relates to WFA's resource advocacy strategy with a focus on donors and private philanthropy.
4. Contribute to organisational processes of strategic planning; risk assessment and mitigation; review, reflection, evaluation, and learning; annual work plans and budget; and organisational strengthening as it relates to WFA's resource advocacy strategy with a focus on donors and private philanthropy.
5. Other duties as assigned.

### D. Knowledge & Skills Required

1. An understanding of and commitment to working for women's rights, trans and intersex human rights
2. University degree in social sciences, women's rights, international development, or other related fields



3. Minimum 3-5 years experience in resource advocacy and strategic partnerships for women's rights, trans or intersex human rights organisations in the region.
4. Knowledge and understanding of the socio-political context in Asia.
5. Strong research, analytical, and writing skills.
6. Excellent relationship-building skills.
7. Demonstrated leadership skills, with a minimum of two years of supervisory/personnel management experience.
8. Strong financial management skills.
9. An understanding of and commitment to WFA's mission.
10. Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
11. Excellent project management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines.
12. Ability to work independently and be self-motivated.
13. Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
14. Able to travel locally, regionally and internationally.

#### E. Terms and Conditions

1. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued. The ability to join immediately is required (within a month of the offer email).
2. The remuneration for the position is between **USD 2850 - 3000 per month**. In case the individual is based out of home, then an office-running stipend will be provided. The remuneration will be commensurate with work experience and skills. The taxes will apply as per the laws of the land where WFA has its registered offices.
3. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the



contract can be concluded by a notice of 22 working days or salary of 22 working days in lieu of notice.

4. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
5. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
6. The organisation has zero tolerance for sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates. The impact of sound judgement, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.