



## **Title: Learning and Impact Managing Officer**

**Salary:** \$124,125

**Job Classification:** Full time, Permanent, Exempt

**Location:** This position is remote, candidates must live and be authorized to work in the U.S.

**Reports To:** Director of Programs

**Supervision Responsibilities:** This position supervises 1 full time staff, vendors and consultants

**Travel Requirements:** This position requires approximately 15% domestic and international travel

### **The Organization:**

Urgent Action Fund for Feminist Activism provides fast, flexible funding to women, trans and non-binary activists who take and face enormous risks to challenge oppressive systems and build a more just and equitable world. Our holistic resources enable frontline feminist movements to respond to real-time threats and opportunities, protect and care for themselves and one another, and sustain and propel solutions to the most critical crises and injustices of our time.

Founded in 1997, Urgent Action Fund for Feminist Activism is one of four independent Urgent Action Sister Funds who share and build power collectively on behalf of frontline feminists around the world. Based in the United States, Urgent Action Fund for Feminist Activism supports individuals, organizations and movements in the Middle East, Europe, the Balkans, the Caucasus, Turkey, Central Asia, Russia, Canada and the U.S. Together with our sister funds – who resource women, trans and non-binary activists in Africa, Asia and the Pacific, and Latin America and the Caribbean – we seek to provide an interconnected tapestry of flexible support to feminist movements globally.

The Programs team focuses on the following programmatic areas: [Advocacy & Alliance Building](#), Collective Care, [Grantmaking](#), and Learning and Impact. In recent years, Urgent Action Fund for Feminist Activism has experienced a rapid rise in our grantmaking and in 2022 made 468 grants totaling \$5,138,965. We have developed a three year advocacy strategy which focuses on climate and environmental justice, collective care and protection and feminist responses to

crises. Lastly, we have invested in staffing for our collective care program and are currently developing a strategy to drive that work both internally and externally.

The Learning and Impact Managing Officer position is a newly created role that represents an investment in the human resources for the Learning and Impact team, which currently has one staff member. Additionally, they will be joining our team at a critical juncture in Urgent Action Fund for Feminist Activism's strategic trajectory as we are currently undergoing an institution-wide strategic visioning process and theory of change (TOC) refresh. The Learning and Impact Managing Officer will lead the finalization of the new theory of change and the design and implementation of our new monitoring, evaluation, and learning (MEL) framework. Lastly, with the support of a consultant team, Urgent Action Fund for Feminist Activism recently conducted a needs assessment to take stock of what was working well and what could be improved in our MEL approach. The consultant team, with the guidance of a range of stakeholders, proffered actionable recommendations for strengthening. The Learning and Impact Managing Officer will be expected to provide thought leadership on the prioritization and uptake of these recommendations and will lead their implementation.

### **The Position: Learning and Impact Managing Officer**

The Learning and Impact Managing Officer position will build and strengthen the MEL function within Urgent Action Fund for Feminist Activism's Programs Team and across our core programmatic areas of advocacy and alliance building, collective care, and grantmaking. In collaboration with the Director of Programs and other Programs Team colleagues, the Learning and Impact Managing Officer will be responsible for designing, overseeing, and providing thought leadership for the implementation of our MEL strategy, processes, and system using innovative and participatory feminist MEL principles. They will be responsible for leading the Learning and Impact Team and will directly supervise the Senior Learning and Impact Officer. They will serve as a champion of MEL thinking within the organization and will also be responsible for fostering and sustaining a learning and reflective culture and practice for Programs Team staff. They will do so by facilitating meaningful learning and decision-making, asking strategic questions, overseeing data collection and analysis, identifying trends, and thoughtfully communicating results. Additionally, they will co-lead the Urgent Action Fund Sister Funds MEL core group and collaborate with its members and the core group facilitator to co-design and/or implement the Sister Funds' MEL framework, collective learning activities and knowledge products. They will also provide information and analysis for funder proposals and relevant reports and insights on Urgent Action Fund for Feminist Activism's work and that of its grantees. Lastly, the Learning and Impact Managing Officer will support philanthropic advocacy that seeks to influence donors to refine their MEL requirements and practices in ways that would create enabling conditions for the implementation of feminist MEL.

The position is full time and reports directly to the Director of Programs.

## **CORE RESPONSIBILITIES**

- ***Drive Team Learning and Knowledge Generation*** - Provide strategic leadership and oversight of MEL approaches that are grounded in Urgent Action Fund for Feminist Activism's mission and values. Serve as a thought partner to the Director of Programs and Programs team as they develop and refine portfolio-level goals, indicators, and mechanisms for data collection and analysis. Lead the Programs team to refine and develop theories of change, goals, indicators, and measurement and data collection tools and processes; conduct and oversee quantitative and qualitative data collection and analysis; synthesize insights and emerging findings gained from assessments of Urgent Action Fund for Feminist Activism's programmatic work; facilitate and document learning and reflection processes; co-develop knowledge products to guide programmatic strategy and contribute to sector wide evidence base.
- ***Lead, Refine and Maintain Urgent Action Fund for Feminist Activism's MEL System and Processes*** - Innovate measurement strategies for emergent and hard-to-measure concepts of interest and importance to Urgent Action Fund for Feminist Activism (e.g., holistic safety and collective care). Lead and refine processes for managing and reporting on MEL data, including providing actionable and timely feedback to colleagues via reports, presentations, dashboards, and other approaches. Strengthen data quality assurance; and provide training and support to program staff who enter data.
- ***Build Urgent Action Fund for Feminist Activism's MEL capacity and streamline MEL with organizational processes*** - Integrate reflection and learning into Programs team practices; create opportunities for strategic learning, including facilitating workshops and learning events; support programs and communications teams to share insights gained from Urgent Action Fund for Feminist Activism's programmatic work widely; provide information to development staff for proposal creation and grant reports.
- ***Establish and Lead the learning and impact team staff and consultants*** - The hiring of this position is part of a learning and impact team expansion, and the position will be expected to manage one team member, the Senior Learning & Impact Officer. The role will require cohering a restructured team (previously supervised by the Director of Programs) and working to establish a "connective tissue" between the other branches of the Programs

team, including Advocacy, Collective Care, and Grantmaking, and with other teams at Urgent Action Fund. They will also be responsible for leading the recruitment of future MEL staff/consultants and providing training, supervision, and leadership development for learning and impact team members.

- ***Inform Program Strategy and Staffing Structure*** - Make recommendations, give feedback, share data and reflections on Urgent Action Fund for Feminist Activism's Program Strategy and staffing structure build out.
- ***Drive Special Initiatives*** - Lead the design and implementation of special MEL projects to further programs team goals such as evaluations, research, and more.
- ***Support Partnership Participation*** - Co-lead the "Sister Funds" MEL Core Group and collaborate with its members and facilitator to strengthen and implement the Sister Funds MEL framework and TOC, and cross regional learning, evaluation and knowledge documentation initiatives; represent Urgent Action Fund for Feminist Activism within MEL spaces in other consortiums, partnerships, and networks.

## **2024 PRIORITIES**

- Contribute to the finalization of Urgent Action Fund for Feminist Activism's new TOC and ensure the consideration and integration of the Sister Funds TOC.
- Lead the development and implementation of Urgent Action Fund for Feminist Activism's new MEL framework while ensuring the consideration and integration of the Sister Funds MEL framework.
- Facilitate the strengthening of Urgent Action Fund for Feminist Activism's MEL system, including but not limited to the development of a human resources plan for the Learning and Impact team and the incorporation of relevant technology to store, manage, analyze, and visualize data.
- Lead the development and refinement of the Programs Team's learning agenda and facilitate a learning culture.
- Oversee the provision of data and information for reporting in a timely manner.
- Finalize the analysis of 2022 and 2023 grantee final reports.
- Co-lead the Sister Funds MEL Core Group to implement cross regional learning and evaluation initiatives:
  - Monthly participation in the MEL Core Group meetings and other learning and reflection spaces/conversations (and other meetings as needed);
  - Provide strategic input and engagement with the implementation of Sister Funds' TOC and MEL framework; and

- Support the Sister Funds Resource Mobilization Core Group and Coordination team's information needs (e.g. proposal development - MEL section).
- Represent Urgent Action Fund for Feminist Activism within MEL spaces in consortia and other partnerships.
- Contribute to the implementation of Urgent Action Fund for Feminist Activism's advocacy, communications, and fundraising activities.
- Inform the development of 2025 Learning and Impact and Programs Team activities and budget.

## **QUALIFICATIONS/REQUIREMENTS**

### ***Areas of Expertise***

- Critical understanding of feminisms, social justice, and human rights issues facing women, trans, non-binary, and intersex people. Strong feminist analysis and power analysis; understanding of intersectionality in movements and organizational practice
- Familiarity with feminist MEL principles and methods
- 7+ years of MEL and research experience with MEL and research related to gender justice, human rights, or allied social justice movements
- 3+ years experience leading a team
- Technical expertise in diverse organizational learning, evaluation, and strategy development approaches, preferably in social justice or human rights work (and/or social justice grant making)
- Demonstrated experience designing and implementing evaluations of advocacy and complex social change initiatives, theories of change, and feminist, participatory and/or community-based approaches to MEL

### ***Skills***

- Data Synthesis, Analysis and Management - Develop systems and processes to collect and manage information and data, conduct data cleaning; comfort with utilizing qualitative and quantitative data for analysis using relevant software programs, present and visualize data in an audience appropriate manner, summarize and communicate trends and themes to drive the work across our Programs Team, advance Urgent Action Fund for Feminist Activism's mission and strategy, and support fundraising and communication efforts.
- Clear Communication - Present information (both orally and in written form) in English in an easily understandable and succinct way to a range of audiences including grantee partners, staff, Board members, and donors; proficiency in Arabic and/or Russian is a plus.

- People Management - Ability to train, supervise, and mentor staff; ability to efficiently plan and effectively leverage a team of junior staff and consultants to drive the work.
- Project Management - Stays on top of multiple projects, plans backwards, anticipates obstacles, identifies and involves stakeholders appropriately, and uses resources wisely.
- Strategic thinking - Quickly grasps the subtleties of complex issues and identifies patterns in challenges. Comes up with insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change. Has a successful track record of taking a concept from idea to implementation.
- Facilitation - Ability to successfully facilitate learning and evaluation-related meetings, dialogues, and capacity building sessions.
- Relationship-building - Has a collaborative nature, team oriented, and comfortable working with colleagues across cultures and domestic/international time zones; pays attention to power dynamics and has interest or experience with change management/organizational culture change.

### ***Organization-Wide Requirements***

- Takes initiative and works to continuously improve systems and processes; suggests innovations to use resources strategically and to maximize positive impact.
- A problem solver who has the ability to handle emotional complexity while also navigating uncertainty and changing conditions in a quickly growing organization.
- Able to manage conflict constructively, including the ability to self reflect and to give and receive feedback up, down, and sideways in a remote working environment.
- Must be able to work both independently and as a collaborative member of various teams.
- Seeks to uplift all voices and perspectives in our work and communities.
- Works with integrity, accountability, clear communication and follow through.
- Flexible, adaptive, and able to respond to challenges and changes; values iteration and productively integrates new information

### ***Work Expectations***

- Ability to travel domestically and internationally as required up to 15% of the time

### **COMPENSATION AND BENEFITS**

This position is full time (36 hours per week in a 4-day workweek) and is exempt. This position is remote within the United States, with a preference for candidates

who can work during ET hours. Candidates must live and be authorized to work in the United States.

Urgent Action Fund for Feminist Activism is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, Urgent Action Fund for Feminist Activism as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the role is \$124,125 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and competitive PTO package).

### **TO APPLY**

Please submit the following [via the Workable platform](#):

- A resume summarizing your relevant experience
- Respond to our screening questions on the Workable platform
- At least one work sample relevant to philanthropy, feminist, gender justice, or other allied social justice movement work, emergent learning, developmental evaluation, and MEL for advocacy

Applications will be accepted through 1/4/24, we will be holding interviews in February and March, and our target candidate start date is mid to late April.

### **DO YOU THINK THIS MIGHT BE YOU?**

*If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups, particularly women, trans, non-binary folks, and BIPOC, tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.*