



Brussels, 13<sup>th</sup> August 2021

## **JOB DESCRIPTION**

Women Political Leaders (WPL) is the global network of women politicians. Its mission is to increase the number and influence of women in political office. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The WPL secretariat is very international and works with women politicians and decision-makers around the world.

WPL is committed to achieving in its secretariat workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

WPL does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference checks.

### **Resource Mobilization & Partnerships**

The Resource Mobilization and Partnerships unit at Women Political Leaders supports the resource mobilization and project management activities of the organization, including monitoring and responding to funding opportunities, negotiating and facilitating contracts, and following up on active grants regarding donor reporting and payment.

The unit also provides support to attract new donors and partners, with a focus on bilateral donors and foundations, and on other resource mobilization initiatives, as required.

### **Responsibilities:**

In consultation with the Head, Resource Mobilization & Partnerships, and other colleagues working on partnerships across the organization:

1. **Resource Mobilization Support**
  - Prepares concept notes, proposals and grant applications, in consultation with relevant programme staff
  - Monitors and identifies new funding opportunities for competitive grants
  - In collaboration with the team, engages and maintains a relationship with WPL's existing and potential donors
  - Keeps up to date with funder policies, builds and maintains funder profiles, and ensures that critical changes are communicated to the team
  - Matches WPL's activities/priorities with potential donor's missions/centres of interest



- Maintains WPL's centralised prospect list and/or donor database, in close cooperation with other staff concerned
- Develops and follows standard operating procedures related to processes within the unit, such as grant application and submission processes
- Participates in partnerships coordination meetings.

**2. Grant and Donor Management:**

- Assists in contract negotiations with potential donors and finalisation of grant agreements
- Drafts periodic reports related to competitive grants and direct funding
- Coordinates with the Finance team to review spending against grant deliverables
- Ensures that donor specifications are respected and technical and financial reports to donors are submitted on time.

**3. New Donor Lead Generation:**

- Provides support to the team and senior staff to attract and engage potential new funders, specifically in preparing briefing notes and background information
- Prepares red light/green light decision document for each priority prospective funder/partner
- Participates in meetings/contacts between potential donors and WPL, and facilitates record-keeping and follow-up actions
- Monitors status and archives relevant information and documents in the organisation's Partners Tracker.

**Required Skills:**

- Good knowledge of the international donor community. Familiarity with issues related to gender equality, women's political participation and leadership, and women's empowerment is an asset
- Excellent writing skills and ability to communicate with impact
- Results-oriented, detail-oriented and able to manage multiple, concurrent projects
- Ability to implement resource mobilization strategies
- Experience with international, multi-cultural and multi-disciplinary environment



- Strong interpersonal skills, ability to facilitate effective relationships between WPL and its international partners
- Familiarity with Microsoft Suite (Word, Excel, PowerPoint, Outlook, SharePoint).

### **Experience**

- Advanced degree in public or business administration, international development, gender, economics, law, or a related field
- At least 3-5 years of working experience in resource mobilization and/or partnerships in an international context
- Large institution and agency experience such as UN Agencies, EC/EU and significant foundations is strongly preferred.

### **Languages**

- Excellent knowledge of English
- Proficiency in other languages is a plus

Physical presence in Brussels or Iceland is not required.

Candidates should send an email entitled Resource Mobilization & Partnerships Application to [recruitment@wpleaders.org](mailto:recruitment@wpleaders.org) with a CV and letter of motivation (each no more than one page of A4). Please indicate your earliest availability to start.

*Only shortlisted applicants will be contacted.*

### **Personal data processing**

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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