



JOB OPENING ANNOUNCEMENT

Women’s Funding Network	Job Title: Community Engagement Coordinator
Department: Policy & Programs	Supervisor: Director of Policy & Programs
Compensation: \$66,000-\$84,000 100% paid health/dental/vision/long-term disability/FSA up to \$1,800/month, generous paid time off and flexible work schedule and 401k match	Status: Exempt, Full-time, Regular
Location: Remote/telecommute. East coast preferred; U.S.-based candidate only. Annual travel required. To support fully remote staff and sustainable work schedules, candidate must be available to collaborate online between 12 p.m. – 4 p.m. ET Monday – Friday and can adjust work week to include evening hours for special events or travel.	
<i>Incomplete applications will not be considered. AI-generated cover letters or writing samples will result in automatic rejection.</i>	
<p>How to apply: Submit a cover letter, 1-2 page writing sample, text-only resume in .docx format, and the contact information for three professional references, to hr@womensfundingnetwork.org with “COMMUNITY ENGAGEMENT COORDINATOR” in the subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled or until November 29, 2024. Job offer will be contingent on a satisfactory background check. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.</p> <p>Women's Funding Network is 501(c)(3) organization and an equal employment opportunity employer. We are committed to creating and evolving a work environment that attracts the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds, levels of physical ability, parents and caregivers.</p>	

ABOUT WFN

We believe that when philanthropy invests in women’s foundations and gender justice funders, we empower a deeply intersectional movement that fights for policies and standards across lines of race, class, and gender. WFN is the largest philanthropic alliance in the world dedicated to advancing the essential role of these funders in the unwavering fight for gender equality and justice. Our mission as a global alliance is to provide strategies, research, and resources that support the critical agency and influence of women’s foundations and gender justice funders in the movement for equality, justice, and power for all.

OVERVIEW

The Community Engagement Coordinator possesses overall strategic and operational responsibility for WFN’s membership program, including recruitment and retention, education and learning opportunities, and member regional and global events. Key objectives involve growing and retaining WFN members who align on intersectional feminist values. The person in this role will listen intently to members to understand their needs while staying deeply informed of the international gender equity context, U.S.-based national and state-level policies, theory and research on gender and racial equity and justice, and power-building strategies. Oversees development, planning, and management of organization’s membership initiatives, including membership applications process and member retention and recruitment efforts. Develops regular reports on membership metrics to identify the need for new or expanded services and offerings. Develops content, scope, and cost of new service programs. Updates member records and is responsible for the integrity of the membership database management system.

RESPONSIBILITIES

Community Engagement

- Support the organization in meeting its mission to deliver high-quality member experience and to nourish the ecosystem of gender-lens philanthropy by managing programs that add tangible value for our member organizations
- Engage with members to support existing and develop new high-touch in-person and virtual opportunities where members can learn and foster connections, share best practices, and Facilitate opportunities for member collaborations and learning.
- Curate opportunities to engage and recruit global members.
- Work closely with the senior team and contractors on the planning, logistics, and implementation of WFN's biennial conference with a focus on member experience.
- Oversee annual membership drive.
- Represent WFN at key local, national, and global gender justice philanthropy events.
- Identify and facilitate opportunities to augment member research, training, and policy work.

Event Management

- With input from the senior team and utilizing Salesforce, oversee the planning, implementation, and follow-up for in-person and virtual member events, including WFN's biennial conference
- Identify opportunities for WFN member connection and gatherings at key regional, national, and global events
- Develop membership learning curriculum with exciting web and in-person opportunities to learn from philanthropic thought leaders, movement experts, and each other.
- Continuously evaluate the impact and opportunities, relative to cost and effort of membership programs to create recommendations for future work.
- Document stories of impact for case studies, research, and media; work with social media manager to continuously share the value of membership and WFN alliance with our target audience.

SKILLS NEEDED TO BE SUCCESSFUL

- Stakeholder Focus: is dedicated to meeting the expectations and requirements of internal and external stakeholders; acts with them in mind; establishes and maintains effective relationships and gains their trust and respect
- Entrepreneurial mindset. Must demonstrate good judgement on what products/programs are working, what needs improvement, and what needs to be discontinued. Must be able to generate and apply new and original ideas, creative approaches, methods and solutions to daily work
- Presentation Skills: is effective in a variety of formal presentation settings
- Project management. Highly organized, with interpersonal and tangible skills to motivate others to achieve shared goals on time and on budget.
- Passion and experience. Lived experience as a person of the global majority and institutionally marginalized gender, or other identity that connects you to a personal urgency for material solutions and innovations that respect the dignity and liberation of all people. A deep understanding of the need to move systems and structures towards gender and racial equity and justice. The ability to translate this expertise into strategy.
- Execution and implementation. Working closely with senior staff to create and execute ideas. Should be inclined to boldly take on issues and challenges; to comfortably work collaboratively with a remote team; and to communicate messages without hesitation. They should be self-aware, responsive to feedback; and, flexible, adaptable and thrive in a dynamic environment. They should have the ability to work on various projects simultaneously, requiring strong organizational and time management skills.
- Technology: Microsoft Office 365 suite of apps, print/web publishing, Doc-U-Sign, Zoom, Salesforce, QuickBooks, Adobe, and conferencing software.
- Impeccable verbal and written communication skills – ability to write eloquently and professionally; meticulous attention to detail, driven by excellence, and the spirit of service leadership.



DESIRED EXPERIENCE

- Experience with in-person and virtual event management
- Experience in social justice nonprofit field, gender and racial equity experience required.
- Experience working with national teams and state affiliates/members.
- Guided by a personal integrity that reflects WFN's core intersectional feminist values and commitment to our stakeholders.
- Record of maintaining the highest personal levels of ethical conduct, confidentiality, and integrity
- Professional, diplomatic demeanor with the ability to represent a global organization and interact and collaborate with colleagues from a range of nationalities and backgrounds, including experience and comfort working with transgender and gender non-conforming people and people with disabilities