

Profile: Coordinator

The Elevate Children Funders Group, dedicated to building strong families and a life free from violence for all children, strives to prevent violence and family separation by building a stronger evidence base, strengthening advocates' leadership and leveraging new resources for children.

Elevate Children envisions a world in which all sectors and constituencies prioritize or “elevate” solutions to prevent violence and family separation. In order to achieve this vision, we recognise the need to bridge the gap between evidence based solutions, policy and practice across our target areas. We do this by:

- Supporting the development and use of **evidence to learn** about what works to prevent violence and family separation
- Strengthening the position of **leaders** addressing these challenges
- **Leveraging** new funding commitments for children.

As a group of independent funders working with programme implementers, the group is able to offer a focused and unique contribution to advocacy for policy reform by gathering evidence, identifying gaps and funding initiatives to address these gaps. Our contribution is unique in that we are able to:

- Make targeted use of our flexible funding
- Use patient capital to invest longer-term
- Invest in new ideas and unheard voices
- Bridge the divide between social policy, businesses, civil society and governments

In doing, so we aim to give this sector as a global voice, a more compelling message, stronger leadership, greater financial backing and a more solid evidence base.

Job description

The Elevate Children Funders Group is seeking an experienced and highly motivated Coordinator to manage the group into our next phase of development as we increase both the size and diversity of our membership, and our contribution as a significant voice and catalyst within the field. Reporting to the Elevate Children Funders Group Chair, the Coordinator will have a major role in shaping the future strategic direction of the group.

Specific duties will include:

- Development of growth strategy and oversight of all group expansion plans, including strategic outreach to prospective members
- Identification and exploration of potential areas of synergy and collaborative work amongst group members through targeted information gathering initiatives
- Supporting members to define the scope and procedures of future joint initiatives
- Coordination of regular engagement and dialogue between funders, programme implementers, academics, inter-government organisations, governments and wider civil society and other actors
- Organisation and convening of annual group meetings and other subgroup meetings/conference calls/webinars, as appropriate

- Coordination of all group communications, including oversight of the group's online sharing tools (grant map, website, members' forum etc.)
- Supporting the activities of the steering group by, for instance, setting up regular conference calls, setting agendas, preparing minutes, etc.
- Preparing project proposals to members for the purpose of securing core funds
- Recommendation and supervision of consultants for specific projects as required
- Development and oversight of the group's budget, spending and financial reporting in liaison with the group's finance/admin host, Network of European Foundations (NEF) based in Brussels.
- Management of the group's overall relationship with our finance/admin host, Network of European Foundations (NEF).

Desired profile

We are seeking an entrepreneurial candidate who is passionate about our core mission to advance donor collaboration and who is keen to work closely with our governance and membership structures as we pursue our next period of growth.

The following skills and competencies are desirable:

- Seven to ten years of relevant work experience (e.g. social change, violence prevention, alternative care, work with foundations)
- Management experience, including experience of both programme and network management
- Working knowledge of the key actors involved in the sector, notably funders (and more specifically private foundations)
- Experience in networking and reaching out to a variety of multi-stakeholders
- Expertise in policy formulation and advocacy
- A track record of building strong relationships, with the ability to engage skilfully in collaborative work
- Strong analytical capacity; political intuition; public speaking and writing skills (fluency in English is essential)
- Ability to self-manage, work independently and as a member of a small team
- Excellent IT skills, including MS Office applications and social media platforms

Conditions

- Competitive salary commensurate with experience
- Desired start date: Early-Mid September
- Initial 12 month contract, subject to renewal
- Location negotiable. (Note: our network centers now around Brussels and Western Europe and the east coast US.) Please note that some travel, mainly within the EU and USA, will be required as part of the role (no more than 20%)

Application

If you are interested in this position, please apply by August 19 by writing a letter of motivation and including a CV in .pdf or .doc format to ariel.carroll@elevatechildren.org.

For further information about our group, review our website: <http://elevatechildren.org/>