



**IGNITE
PHILANTHROPY**
inspiring the end to violence
against girls and boys

a project of
newventurefund

Ignite Philanthropy: Inspiring the End to Violence
Against Girls and Boys

Position Title: Program Associate

Location: flexible worldwide, preferably based in or
near CET or ET time zones

Reports to: Director, Ignite Philanthropy

Hours per week (average): 40

Overtime Status: Non-Exempt

Position Summary

Ignite Philanthropy: Inspiring the End to Violence Against Girls and Boys is a pooled, collaborative donor fund whose founding members are Human Dignity Foundation, Oak Foundation, and Wellspring Philanthropic Fund. Ignite Philanthropy's goal is to maximize philanthropy's collective ability to take risks and act boldly in support of evidence-based solutions that prevent violence and help girls and boys to thrive. See www.ignitephilanthropy.org for further information.

Among other priorities, Ignite Philanthropy aims to help build a robust [Global Partnership to End Violence Against Children](#) that is fueled by powerful grassroots voices. The Global Partnership to End Violence Against Children is the first shared worldwide platform for stakeholders across levels to build political will, accelerate government action for proven solutions, and strengthen collaboration. The Global Partnership needs to serve as a robust, worldwide platform to consistently connect stakeholders across sectors, facilitate collective learning and strategy, and amplify voices and efforts. In particular, authentic children/youth, grassroots, and national leadership must be the heart of a powerful movement that drives the Global Partnership, and creative communications are needed to make their stories visible at all levels.

The Global Partnership builds its approach around [INSPIRE: Seven Strategies for Ending Violence Against Children](#), a package of evidence-based solutions that offer unprecedented scientific consensus and clarity on how countries can be effective in preventing violence against children. Beginning with the 10 core international agencies that jointly developed and endorsed INSPIRE, the INSPIRE Working Group has guided operationalization and continues to grow with 100+ members across governments, civil society organizations, professional associations, donors, and UN agencies, etc. To date, the Working Group has overseen development of the INSPIRE package, an Implementation Handbook, Indicator Guidance, and a concept for a Massive Online Open Course.

Ignite Philanthropy has committed approximately \$750,000 to create a 12-month flexible funding mechanism to empower INSPIRE Working Group members from low- and mid-income countries (LMIC) to galvanize grassroots, national, and regional actors around INSPIRE's science-backed promise to end violence against children. It aims to enhance LMIC civil society's critical leadership to promote widespread INSPIRE awareness, access, and engagement in authentic ways for effective country-level prevention, and to position these efforts as the leading edge for a worldwide movement to end all violence. The INSPIRE Working Group is currently establishing a Review Committee to make related funding recommendations in response to member requests, and with Ignite Philanthropy's support it is hiring a Coordinator to staff related activities.

Ignite Philanthropy's Program Associate will play a central role in ensuring efficient and effective use of this flexible funding mechanism. Primarily, this will entail liaising closely between the INSPIRE Working Group's Coordinator and the New Venture Fund Account Team that supports Ignite Philanthropy, ensures compliance, and issues funding. The Program Associate will not make funding recommendations, but rather facilitate processes and assist as needed to ensure continuing programmatic relevance to Ignite Philanthropy.

The Program Associate will also provide critical support on a range of broader Ignite Philanthropy initiatives. Examples include the following: research and follow-up assistance in exploring new potential areas of work; assistance in identifying and vetting potential consultants/firms to conduct specific activities on Ignite Philanthropy's behalf (e.g., assessments, evaluation, etc.); backstopping various Ignite Philanthropy efforts in support of the Global Partnership and related global efforts to end violence against children; and occasional administrative support to the Ignite Philanthropy Director (e.g., scheduling, travel and meeting arrangements, and paperwork). As needed, the Program Associate will provide overall support to the Director and to Ignite Philanthropy activities.

The Program Associate role is envisaged as a non-renewable 18-month position, and the location is flexible worldwide although preferably in or near CET or ET time zones.

Responsibilities and Tasks

- * Ensure efficient and effective use of the INSPIRE Working Group flexible funding mechanism.
- * Liaise closely between the INSPIRE Working Group Coordinator and the New Venture Fund Account Team in order to facilitate processes and assist as needed to ensure continuing programmatic relevance to Ignite Philanthropy. Similarly, interact occasionally with the INSPIRE Working Group Co-Chairs, INSPIRE Working Group members (e.g., flexible funding mechanism beneficiaries in LMIC), Global Partnership Secretariat, and Ignite Philanthropy members.
- * Maintain programmatic records to document use of the flexible funding mechanism, and harness that documentation to tell the broader story of LMIC leadership around INSPIRE. Assist in writing related segments of Ignite Philanthropy's Annual Report.
- * Provide support as needed on broader Ignite Philanthropy initiatives, including but not limited to research and follow-up assistance in exploring new potential areas of work; assistance in identifying and vetting potential consultants/firms to conduct specific activities on Ignite Philanthropy's behalf (e.g., assessments, evaluation, etc.); and backstopping various Ignite Philanthropy efforts in support of the Global Partnership and related global efforts to end violence against children.
- * As needed, provide administrative support to the Ignite Philanthropy Director (e.g., scheduling, travel and meeting arrangements, and paperwork).
- * Provide support as needed to the Director and to Ignite Philanthropy activities.
- * All employees of NVF are required to complete timesheets.

Education, Experience, Knowledge, Skills and Ability

- * Bachelors' degree in a relevant field
- * 3-5 years of relevant professional experience
- * Native or near-native English fluency
- * Significant grantmaking experience and international experience
- * Experience working remotely and very independently without close oversight
- * Exceptional reliability, organizational skills, and attention to detail
- * Ability to multitask and meet deadlines, and demonstrated resourcefulness in setting priorities
- * Exemplary interpersonal skills, very collegial demeanor, and ability to build relationships and communicate effectively and professionally with a diverse range of partners
- * Excellent writing, editing, analytical, and oral communication skills including the ability to collect, review, synthesize, and present information and findings
- * Strategic and creative thinking to help identify and envision critical opportunities
- * Ability to take initiative, and contribute ideas for enhancing performance and impact
- * Budget management experience and basic research skills

- * Flexibility to seamlessly support Director and Ignite Philanthropy's initiatives as needed, including administrative and logistical as well as programmatic and strategic roles
- * Ability to manage and field phone calls at early/late hours as needed to accommodate diverse time zones of key partners. The position location is flexible worldwide although preferably in or near CET or ET time zones, as the most frequent communications will be with colleagues in these time zones.
- * Very limited international travel may be required

Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability

- * Masters' degree in a relevant field
- * Full-time availability beginning by May or June 2018 strongly preferred
- * Professional experience in LMIC strongly preferred
- * Familiarity with the INSPIRE and the Global Partnership to End Violence Against Children helpful
- * Fluency in additional official UN languages helpful, particularly Spanish and French.

How to Apply

Applications will be accepted on a rolling basis beginning **April 4, 2018**, until the position is filled. To apply, please e-mail a letter of motivation (please note in this letter where the applicant learned of the position), CV, and salary history to Don Cipriani, Ignite Philanthropy Director, at Don@IgnitePhilanthropy.org. Please note that only the applicants who most closely meet this Position Description's criteria will be contacted as part of the shortlisting process.

Hiring Statement

Ignite Philanthropy: Inspiring the End to Violence Against Girls and Boys is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.