



## **Manager, Adolescent Girls Initiative**

EMpower is a public foundation committed to improving the education, health and wellbeing, and livelihoods of at-risk youth (age 10-24) through grants, capacity-building and other strategic supports. We invest in long-term partnerships with local organizations in 15 emerging market countries in Latin America, Africa, Asia, Turkey and Russia that are building opportunities, assets and skills with young people. EMpower has offices in the United States, United Kingdom, India and Hong Kong, and program staff in Turkey. See [www.empowerweb.org](http://www.empowerweb.org).

EMpower's grantmaking and support initiatives have a strong gender lens and focus on building the visibility, agency and opportunities of adolescent girls. We seek a Manager for a new Adolescent Girls initiative, to propel new investments in adolescent girls, to foster cross-learning within EMpower, among our grantee partners, and with other girl-focused organizations, and to integrate and contribute to global evidence and best programmatic practices about how to most effectively engage, lift up, and serve adolescent girls. Within this initiative is a new line of work to build out knowledge, practice, tools and grantmaking to serve puberty-age girls (ages 10-14). Core to this work is centering girls' voices, perspectives and agency, and building their collective power.

### **JOB SUMMARY**

The Manager, Adolescent Girls Initiative is a full-time position dedicated to building the strength, knowledge and effectiveness of local organizations working to increase girls' protagonism and agency. It requires expertise in girl-focused programming as well as strategy, teamwork, facilitation and knowledge management skills to develop and share practice-based insights within EMpower, with grantee partners and other funders. The position is for three years with the potential for renewal, and reports to the Global Head of Programs, based in New York.

### **JOB RESPONSIBILITIES**

#### **Grantmaking, capacity building and knowledge management**

- Support Program Team colleagues across geographies, by reviewing and providing guidance on grant proposals to advance girls' programming and girl-led organizing, and proactively sharing other information to inform their strategies, program implementation and organizational strengthening efforts.
- Help Program Officers map and identify girl-focused organizations, review grant proposals and reports, and support grantee partners through capacity-building, sharing resources, trainings etc. Provide continuous thought partnership and strategic support to grantees through selected field visits, regular skype calls and other means. Facilitate and support country-level and cross-regional learning communities among grantees. Link these with other related efforts at respective levels.
- Co-design and co-facilitate workshops, exchanges, webinars and other learning forums to share and exchange knowledge with the Program Team and grantee partners.
- Cull, curate and develop tools and approaches on best practices for working with girls.

- Facilitate integration of insights and lessons about adolescent girls' programming throughout EMpower through capacity building, connecting to regional and global efforts.
- Provide thought leadership on adolescent girls' programming within EMpower staff and board, with grantees, and other Girls Fund partners, sharing strategies, best practices, lessons learned, gaps etc.
- Work with the team and evaluation consultant to identify outcomes and measure results of the Initiative.

#### **Initiative management and coordination**

- Attend and participate in the planning of convenings with additional Fund partners, funder staff, other colleagues/experts and girls.
- Manage the budget of this initiative; prepare reports, including annual report and interim written and verbal updates with funders.
- Develop and provide updates and other communications on this initiative and advances in adolescent girl-centered programming to EMpower staff and board.
- Manage consultants with work streams related to the Adolescent Girls initiative, ensuring that their contributions and outputs advance the overall goals and are mainstreamed through the Program Team.
- Represent work and learning under this initiative at strategic events and mobilize relevant networks to maximize uptake and visibility.
- Explore opportunities for integrating and institutionalizing girls' voices and perspectives within EMpower.

#### **Other**

- Play an active role in program team, staff meetings, and occasional retreats.
- Contribute to strategic planning.
- Assist in the development of concept notes, fundraising proposals/initiatives and other communications on adolescent girls as needed.
- Other duties as may be assigned on an occasional ad hoc basis.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- 6-8 years grantmaking and/or program experience with at-risk girls in low-resource settings globally
- Extensive knowledge of and passion about adolescent girl-centered programming; strong gender lens
- Experience in practical knowledge management – distilling and communicating key programmatic approaches, lessons and evidence in user-friendly ways that encourage their application
- Experience and comfort in designing and leading participatory, practice-oriented exchanges (or workshops, trainings) to share and elicit knowledge and learning. Strong presentation skills.
- Strong interest and skills in working in coalition; ability to understand and respect varied institutional and individual perspectives, foster learning, community, collective action and shared values and benefits
- Experience with progressive movement building and advocacy, ideally for womens' and girls' rights
- Excellent analytical and strategic skills
- Basic budgeting and monitoring skills

- Knowledge of practical, user-friendly evaluation approaches and tools desirable.
- Excellent written, interpersonal, and email communication demonstrating professionalism and tact
- Ability to work on a team with diverse staff across geographies and time zones
- Strong cultural competence; sensitivity to working in diverse settings and with diverse populations
- Self-motivated, able to work well independently - resourceful, creative, flexible, and curious
- Sense of humor and humility
- Proficient in Microsoft Office computer applications (Outlook, Word, Excel, PowerPoint) and Google
- Proficiency in Spanish is desirable

Requirements: all candidates must be legally able to work in the US. Some overseas and domestic travel (~10-15 % time)

EMpower is a 501 (c) (3) public foundation that makes grants globally to benefit at-risk youth, including adolescent girls. We are committed to attracting, developing, motivating and retaining exceptional talent and to a work environment that recognizes contribution, fosters respect and teamwork, and facilitates strong performance. We encourage applicants from diverse backgrounds, recognizing that diversity enriches all staff and our work globally. We do not discriminate on the basis of race, ethnicity, national origin, sexual orientation, gender identity, religion or faith, or physical ability.

Please apply by sending your CV and cover letter to [hr@empowerweb.org](mailto:hr@empowerweb.org), and put Manager, Adolescent Girls Initiative in the subject line. We accept applications on a rolling basis, and intend to fill the position for an anticipated start date no later than early November. We will only be able to acknowledge and respond to candidates identified as most suitable.