HRFN 2024 Conference Project Manager
Part-time consultancy - Terms of Reference
Location: Remote
July 2023 - May 2024

About HRFN: Human Rights Funders Network (HRFN) is a network of funders in the Global South, East, and North dedicated to resourcing human rights actions around the world. Our members boldly support movements leading us toward a more just future.

Festival & Consultancy Overview: HRFN’s annual conference is a space for our members to come together to strategize, and imagine new possibilities for human rights philanthropy. The next conference will take place in Tbilisi, Georgia in April 2024.

We are looking for a consultant to serve as a project manager, coordinating logistics and ensuring the conference planning moves forward toward a successful, creative, and inclusive conference for the HRFN community.

Our 2022 conference had 263 attendees from 46 countries. 3 plenaries, and 43 member-led sessions, in addition to a music concert, art gallery opening, and gala dinner.

We are looking for someone who is highly organized and can help us keep on track and is able to think of creative solutions and have a positive outlook. They must also be highly skilled at troubleshooting, enjoy collaborating with a wide range of partners, and have strong communication skills.

Partnership: This year HRFN is partnering with Ariande and will have a day with joint activities. HRFN might also host or help host pre-meetings in the days leading to the HRFN conference. The conference manager will not be providing any support directly to Ariadne, they will be managing HRFN’s logistics for the pre-meetings and joint day.

Specifics:

- **Start Date:** Mid-September 2023
- **Hours:** Hours will vary and increase during periods of high planning and implementation. The following is an estimate:
  - September - December: 15-20 hours/week
  - January - April: 25-40 hours/week
April 15-28: Full-time availability on site (Tbilisi, Georgia) the week leading up to and of the week of the conference.

May: 10-15 hours/week

Location: This position is remote and open globally.

- Must be on-site in Georgia the week before and the week of the conference. One pre-conference outreach trip might also be included as needed.
- Though location/time zone is flexible, candidates must be able to participate in meetings with HRFN staff and the planning committee (typically between 9 and 12 p.m. Eastern Standard Time) and have sufficient availability/hours of overlap to communicate with partners based in Georgia (GMT +4).

Meeting Requirements:

- August - December: Host one weekly conference meeting with HRFN staff and key implementation partners.
- January - April: Host two weekly conference meetings with partners in the US and Georgia.

Compensation: The final salary for this position depends on experience and where the selected candidate lives. The base is between $150 - $175 a day, based on experience, and then adjusted using the UN multiplier for cost of living by country. For instance, here are some same daily rates: Tbilisi $191 to $223; Mexico City $240-280, and London $270-315. Total anticipated budget for this role is $25,000-$40,000, based on location and experience.

Benefits & Expenses: This position is a consultancy and does not include any benefits. HRFN will cover travel, hotel and per diem for consultants not based in Tbilisi for mandatory time in Tbilisi.

Apply at: https://forms.gle/XqJH1fbx49N441TAA

Application Deadline: 13 August 2023, 11:59 PM EST

Scope of Work

- Manage the planning and execution of the conference, including developing a workplan and ensuring that HRFN's team and consultants meet proposed timelines.
- Oversee on-site conference planning team to ensure all event logistics and communications are completed according to project timeline and specifications.
- Coordinate logistical arrangements with on-site conference event planner to develop and oversee registration lists, event collateral and materials
- With support from HRFN's Head of Operations, help update and stay on budget.
- Coordinate and facilitate weekly planning meetings.
- Communicate with conference participants as needed around registration, accommodations and other issues.
- Collaborate with local feminist and movement partners to ensure activist participants and site visits are grounded in the local context and co-designed.
● Lead communication and information flow between the HRFN team and external consultants (on-site conference manager, hotel, and others). HRFN uses Slack and Asana for project management and communication.
● Oversee on-site conference logistics. Work with on-site team on the implementation of the event.

DELIVERABLES:

1. **Manage Conference Internal Schedule**
   - Manage conference schedule. Update as necessary to reflect changes and updates.
   - Work with internal HRFN program team to ensure synergy between proposed programming and logistical capabilities.

2. **Manage On-site Conference Manager**
   - Lead liaison for on-site conference manager.
   - Schedule and run weekly meetings.
   - Keep track of tasking, work with relevant staff to make sure things are moving on time.
   - Ensure information is flowing and all the team players are on the same page.

3. **Main Liaison with Partner Organization**
   - Main liaison for relationship with Ariande on the planning of our joint conference day.
   - Collaborate with Ariadne’s conference manager on activities and logistics.

4. **Room Management**
   - Manage HRFN’s hotel room blocks.
   - Send and manage communications with conference attendees regarding their room reservations.
   - Keep updated and accurate records of room reservations.
   - Make reservations for HRFN staff, steering committee members, speakers and other special guests.

5. **Conference Registration Application**
   - Investigate registration systems and make a recommendation on event registration platforms.
   - Manage HRFN’s conference registration system.
   - Help set up registration system including the schedule, and registration forms.
   - Run weekly reports.
   - Help answer inquiries from registrants as necessary.
   - Manage waitlist and communication with waitlisted guests.
○ Review registration list and ensure everyone meets registration requirements. Communicate with organizations who don’t, processes refunds as necessary.
○ Run weekly registration lists, share with staff to help make outreach decisions.
○ Troubleshoot any issues.

6. Food and Beverage
○ Work with on-site conference manager to select and finalize conference food options. This includes onsite meals at the hotel and off-site events.
○ Think through how to reflect environmental justice issues though food selection.
○ Work with vendors to minimize the need for bottled water.

7. Multimedia and Audio-Visual Equipment
○ Work with HRFN and hotel to identify audiovisual equipment (e.g. projectors, screens, speakers, high-speed internet, microphones).
○ Work with on-site conference manager to secure necessary items.

8. Interpretation Services
○ Collaborate with on-site conference manager to contract interpretation services (Spanish / French and potentially sign language). Ensure interpreters have knowledge about human rights issues.

9. Accessibility and Special Needs
○ Keep track of any accessibility and special needs requests and ensure they are being met at the conference. This includes sleeping accommodations, food, and communication.
○ Communicate needs with on-site conference manager.

10. Safety Audit
○ Work with HRFN staff and local partners to complete a safety audit.
○ Identify any potential issues and ways to mitigate risk.

11. Local Transportation
○ Collaborate with on-site conference manager to ensure all transportation needs are being met.

12. Site Visits
○ Depending on the final agenda, research and help plan an excursion / site visits for conference attendees.
○ Liaise with local groups and help identify potential site locations.
○ Collaborate with on-site conference manager on transportation and meal requirements.
○ Manage day of excursion / site visit logistics.

13. Cultural Visits / Excursions
- Assist in the planning and coordination of cultural events. Work with onsite conference manager to secure venues, food and other necessities.

14. **Conference Materials**
- Develop a logistics note including brief history, safety/security recommendations, travel tips (charger types, currency exchange, drinking water), and considerations for a range of travels (LGBTQ+, travelers with disabilities, people traveling with kids), potential areas of interest/activities.
- Identify meeting supplies needs. Work with HRFN staff to order items.
- Identify vendors to print meeting materials.

15. **Visas**
- Assist conference attendees with visa-related questions.
- Draft visa request letters and other requested paperwork.

16. **Child care**
- Work with onsite conference managers on child care support.
- Main liaison between parents who need support and HRFN.

17. **During the Conference**
- Assist with overall conference coordination.
- Support attendee registration.
- Liaise with speakers and presenters. Ensure they know when and where they are presenting.
- Assist with setting up meeting rooms, so they are arranged and ready for the conference as per the conference programme.
- Help troubleshoot any issues.

18. **Post Conference**
- Write post-conference report.
- Run final conference reports.
- Help with program evaluations.
- Assist with final vendor payments and expense reports.
- Reconcile budget.
- Other tasks as requested.

**Qualifications**
* Fluency in written and spoken English. Bilingual Georgian a plus.
* Experience organizing international events and working with diverse groups.
* Highly organized, and motivated with impeccable follow-up and attention to detail. Ability to prioritize and manage multiple tasks with little direct supervision.
* Creative problem solving; resourceful and proactive in seeking creative technical and/or procedural improvements.
* Strong computer skills including G-Suite, Asana and Slack.
* Experience contracting and managing vendors.
* Demonstrates a high degree of emotional intelligence to partner and engage effectively with different audiences, clients, and stakeholders.
* Self-starter who can navigate shifting priorities, timelines, and schedules.
* Proven ability to anticipate next steps, take the initiative, exercise discretion, manage up, and apply sound judgment.
* Ability to problem-solve, escalate issues with supervisor as appropriate.
* Strong computer skills including G-Suite, Asana and Slack. Comfortable learning new technology.

If you have any questions please contact us at community@hrfn.org.

The consultant will be contracted by Panorama Global, Human Rights Funders Network’s fiscal sponsor. Panorama Global is a US nonprofit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.