

POSITION DESCRIPTION

Position Title: Director of Programmes, IEFG
Reports to: Executive Director, IEFG (based in Victoria, BC, Canada)
Time: 0.6-0.75 FTE (flexible working hours, but able to accommodate early mornings Pacific
Time: late afternoon African/European time zones)
Location: Open - this is a virtual office
Type of position: Contract
Application Deadline: 5 June 2020

POSITION PURPOSE

The International Education Funders Group (IEFG) is an affinity network of foundations and donor-advised funds that supports basic education in the Global South (low and middle-income countries). In lay-person's terms, the IEFG is similar to an international industry association, helping our members who are grantmakers learn from each other, exchange information, network, and strengthen their work and knowledge in the field. The IEFG is not a grantmaker itself, nor does it engage in advocacy. Its purpose is to help its members (grantmakers) have a stronger voice and impact in education by improving their strategic analyses and thinking, informing and supporting their grantmaking, and providing opportunities for collective learning and action.

The IEFG has no formal office. Members of the Secretariat work from their respective homes/chosen offices in various countries, across time zones. Legally and financially, the IEFG is fiscally sponsored.

Along with the Executive Director, the Director of Programmes is one of two senior positions within the IEFG. The two work closely together. The Director of Programmes: Leads on the design, curation and implementation of IEFG members meetings; coordinates the activities and learning opportunities of most IEFG Affinity Groups and Working Groups; creates and/or manages knowledge-sharing and learning outputs for the network (including the monthly IEFG Update newsletters, conference papers and presentations and, when appropriate, through the production of reports, literature reviews and papers); manages and implements the Monitoring, Evaluation and Learning framework for the IEFG to assess progress against our strategic goals and outcomes; and facilitates and develops partnerships within and beyond the organization's membership to strengthen the IEFG.

SPECIFIC ACCOUNTABILITIES

IEFG Events:

- Leads in the design and implementation of IEFG meetings, webinars and other events, including chairing Meeting Planning committees (a committee of general IEFG members and Steering Committee members, mandated by the IEFG Steering Committee to ensure member-curated content and agenda).
- Leads the IEFG Programmes Team, including oversight of the Programmes and Communications Officer, ensuring:
 - Curation and design of 2-3 day Biannual meetings held in diverse international locations, that IEFG members rely on and look forward to.
 - Curation and design of IEFG learning events and products outside Biannual meetings, including webinars/ teleconferences, IEFG Updates, ad hoc regional or member meetings, and conferences etc.

IEFG Communication:

- Coordinate the content of the IEFG Update, sent to members once or twice a month:
 - Write the members and events sections of the IEFG Updates, keeping members up to date with the internal affairs of the IEFG.
 - Ensure the education and philanthropy/grantcraft sections, written by a consultant, are integrated into the Update.
- Responsible for the production of IEFG research and learning products (often in connection with IEFG events).
- Develops relationships with other networks and field players to strengthen the IEFG, as needed/when appropriate.

IEFG Governance:

- Is the primary Secretariat liaison of the Events and Programmes subcommittee of the IEFG Steering Committee, chairing meetings and preparing documents; ensuring that the programmes and events of the IEFG support its mission and vision, and are within the strategic direction set by the IEFG Steering Committee.
- Participates in all IEFG Steering Committee meetings, and acts as a thought partner to the IEFG Executive Director. Strong input from the Director of Programmes is expected in the areas of M&E, financing and budgetary decisions on programmes, and the annual work plan. In turn the Director of Programmes ensures the Executive Director has full insight into the programmes planned, and is kept up to speed on all developments, as these often impact other areas of the network (e.g. fundraising and member onboarding).

IEFG Networking:

- Supports the development of platforms and/or member databases and products to encourage member collaboration.

- Manages the majority of IIEFG Affinity Groups and Working Groups, at in-person meetings, in virtual meetings, and on asynchronous communication platforms (e.g. list-serves).
- Facilitates and develops partnerships within the membership.

IEFG M&E:

- Designs and implements a lightweight M&E plan to assess progress towards IIEFG outcomes and overall goals.
- Develops the IIEFG's M&E framework to assess progress of IIEFG programmes/outputs against Strategic Plan.

PERSON SPECIFICATION

- Passion and belief in the work of the International Education Funders Group, and drive and ambition for the IIEFG.
- Strong background in international and comparative education
- Background in global education financing or governance an asset
- Masters or PhD-level of education preferred
- Experience in collaborative decision-making, partnership brokering or network management.
- Familiarity with role of philanthropy in education and/or grant-making practices and approaches.
- Supportive team player who thrives in a collaborative work environment, but is able to work independently and with motivation from a remote (home) office.
- Able to put common goals first, follow through with commitments, contribute to the success of others and communicate openly and honestly.
- Positive approach to tasks and responsibilities, demonstrable ability to be self-motivated with a willingness to get things done no matter whether they fall within the candidate's area of expertise or not.
- Integrity and awareness of need for confidentiality.
- Experience designing and curating conferences and meetings
- Experience facilitating meetings, both in person and virtual
- Strong service delivery, team-focused mentality and work ethic

SKILLS

- Ability to lead - to inspire trust and empower and support others to achieve more than they might otherwise; to influence others to work towards a common goal
- Ability to manage a remote team – build trust and mutual respect, and relationships based on frank and open communication; support staff to develop professionally.
- Skilled in multi-stakeholder partnership development and management and/or strong experience in member-led network coordination.
- Ability to communicate clearly with, and listen to, internal and external personnel at all levels
- Ability to take difficult decisions and confront difficult issues, and to take responsibility for the outcome
- Ability to quickly identify and distinguish between key issues
- Ability to plan, delegate and prioritise
- Good research and analytical skills
- Report writing
- Computer proficiency (Word, Excel, Outlook, PowerPoint, Google Suite, etc.); willingness to learn additional applications (and accessible technologies) as necessary. Database management and Internet

HOW TO APPLY

Please submit a cover letter and a resume that includes the contact information for one professional or academic reference to info@iefg.org. Please use “IEFG Director of Programmes” and your name as the subject of your email (for example, “IEFG Director of Programmes –Jane Doe”). Only complete applications will be reviewed.