

## POSITION DESCRIPTION

<b>Position Title</b>	Director, Partnerships
<b>Time Commitment</b>	Full time (1.0 FTE), permanent
<b>Classification</b>	SCHADS 7 (paid above Award)
<b>Location</b>	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office model
<b>ABOUT THE ORGANISATION</b>	
<p><b>WHO ARE WE?</b> IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p><b>VISION</b> Gender equality for all</p> <p><b>PURPOSE</b> To defend and advance the rights of diverse women and girls</p> <p><b>VALUES</b> Feminist, Accountable, Collaborative, Transformative</p> <p><b>Strategic Goals 2025:</b></p> <ol style="list-style-type: none"> <li>1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space</li> <li>2. Promote systemic change towards gender equality for all</li> <li>3. Build a resilient and relevant feminist organisation</li> </ol> <p>We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:</p> <p><b>STEP UP</b> and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p><b>STAND WITH</b> feminist movements in solidarity and amplify the work of global south actors</p> <p><b>STEP BACK</b> when others are better placed to take the lead</p> <p><b>SIT WITH</b> uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.</p> <p>Our <a href="#">Strategic Plan 2025</a> outlines IWDA's approach as a third way between the models of women's funds and international development NGOs.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (cis or trans).</i></p> <p><b><i>The successful candidate will work closely with our partner organisations based in the Pacific and South East Asia, to meet the specific needs of women in those regions. Accordingly, IWDA seeks applications from women (cis or trans) with lived experience in the Pacific or South East Asia; that is, from individuals who are native to a culture of the Pacific or Asia including to an Indigenous culture in a settler society in the Pacific.</i></b></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	
<b>POSITION SUMMARY</b>	

IWDA works in partnership with diverse women's rights organisations in Asia and the Pacific; with international women's movements and coalitions, and with government and academic institutions in Australia to address the practical and structural barriers to gender equality. Through supportive and enabling ways of working, and resourcing our partners with money, skills and access, IWDA seeks to contribute to transformational, systemic change in order to realise our vision of gender equality for all.

The Director, Partnerships will have primary accountability and ownership of IWDA's partnership approach as it translates into practice with a transformative, feminist and decolonial lens.

This inspirational leader will strategically position and oversee IWDA's grantee partnerships in Asia and the Pacific and contract delivery, as well as maintain, strengthen, and build relationships with existing and potential new donors to support grantee partners and programs. It will also work to amplify IWDA and our partners' impact, and work alongside colleagues to coordinate resources and innovations towards systemic change.

The Director is an integral member of IWDA's Executive Leadership Team and will work collaboratively to ensure IWDA's sustainability, effectiveness and sector influence, as well as ensure accountability and compliance requirements are met to best practice standards.

#### KEY RELATIONSHIPS

Reports to: Chief Executive Officer  
 Manages: Senior Managers Partnerships Team, Coordinator Partnerships Team  
 Internal: IWDA Board, IWDA Executive Leadership team, IWDA staff, interns and volunteers  
 External: Grantee partners, donor organisations, Australian and other national government ministers, national and international gender equality advocates, national and international women's rights coalitions, ACFID, relevant non-government organisational peers

#### KEY RESPONSIBILITIES

##### Strategically position and oversee IWDA's grantee partnerships

- Lead the management of a portfolio of complex innovative projects, that support grantee partners to meet their objectives
- Lead strategic engagement with the Executive Directors of IWDA's grantee partners in Asia and the Pacific, including on governance and sustainability
- Lead strengthening IWDA's grant management systems to reduce team workloads and ensure IWDA's programs meet donor contractual requirements
- Oversee quality control of all program deliverables to maintain IWDA's reputation and influence in the sector
- Contribute to the annual organisational budget process and strategically manage departmental costs within budget, including analysing monthly financial reports and identifying opportunities for cost savings and efficiencies

##### Maintain, strengthen, and build relationships with existing and potential new donors to support grantee partners and programs

- Play a key role in business development and resource mobilisation, identifying opportunities and leading the development of external funding proposals to ensure sustainability and strategic alignment
- Support the CEO in the strategic formulation and application of funding parameters for annual and longer-term budgets and driving cost effectiveness
- Proactively support IWDA's fundraising agenda for partnerships, ensuring strong connections between resource mobilisation and program thematic priorities

- Collaborate with the Director of Knowledge Translation & Equality Insights and contribute to coalitions and alliances of feminist and women's rights organisations to promote a financing ecosystem that supports the realisation of gender equality and women's rights

**Ensure accountability and compliance requirements are met to good practice standards**

- Lead and hold accountability for overseeing a range of IWDA policies, including but not limited to, safeguarding, disability inclusion, travel, international security, non-development activity and human trafficking
- Ensure the implementation of policies within IWDA and with IWDA partners as relevant
- Ensure proactive risk management and due diligence, in line with IWDA's DFAT accreditation requirements, including reporting and escalating risks as required
- Work collaboratively with other members of the Executive Leadership team to ensure IWDA's compliance and adherence to organisational governance, including Board reporting

**Amplify IWDA and partner impact**

- Develop and maintain effective external relationships with key stakeholders and collaborate with the Communications and Knowledge Translation team to strengthen visibility of IWDA and partners' impact
- Lead strong partner engagement initiatives and cross-partner organisational collaboration
- Support reflection and analysis of the value and impact of IWDA's approach to partnership

**Collaborate with the Director of Knowledge Translation & Equality Insights to coordinate resources and innovations towards systemic change**

- Contribute to IWDA's approach to systemic change work informed by the knowledge and priorities of IWDA's partners in Asia and the Pacific
- Create and leverage external relationships with key influencers in women's rights movements to build IWDA's profile, participation and influence in women's rights movements regionally and globally
- Co-drive, along with the Director of Knowledge Translation & EI, consistent integration of strong evidence to practice cycles across all IWDA's international programs, research and advocacy partnerships
- Ensure IWDA's program monitoring, evaluation and learning (MEL) strategies are appropriately linked to organisational learning processes for shared learning and innovation
- Provide input to government and regulatory inquiries and contribute to the ongoing development of the Australian development sector on decolonial approaches to partnerships

**Inclusive leadership**

- Lead and mentor a diverse team of experienced, skilled and dedicated development professionals
- Role model feminist and inclusive leadership
- Lead the culture of the team by creating strong psychological safety, inclusive and collective care practices that support wellbeing, belonging and learning
- Contribute to the strategic leadership of IWDA, including setting organisational strategic direction, reducing silos and building organisational sustainability, influence and success
- Support, advise and brief the CEO on relevant matters for internal and external purposes
- Co-create and model a collaborative leadership approach that supports full integration of teams across strategy and implementation

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning

and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

## SELECTION CRITERIA

### Technical Experience

#### Essential

1. Proven success leading development programs, coalition and/or movement building work or equivalent, comparable work towards gender equality and women's rights
2. Demonstrated influence and networks in majority women's rights movements, NGO sector, academia and/or government
3. Strong networks and relationships with institutional funders and success building diverse organisational funding streams
4. Exceptional stakeholder relationship management and partnering skills to work across IWDA departments and with partners, stakeholders, associates and suppliers in a collaborative and decolonial way
5. Demonstrated inspirational and inclusive leadership success, particularly in leading diverse teams
6. Demonstrated success managing organisational change
7. Excellent written and oral communication skills, including the ability to adapt writing and presentation style for a range of audiences
8. Advanced skills in budget development, forecasting and analysis
9. Extensive experience in collaborative and strategic senior leadership roles
10. Relevant post-graduate qualifications (or equivalent experience) in international development, gender studies or related field
11. Well-developed racial literacy and demonstrated support of Women of Colour and First Nations women's progress towards gender equality

#### Desirable

12. Ability to represent the brand values of IWDA, with peer leaders and for the CEO (example at public forums, conferences etc.)
13. Ability to influence and advocate for positive change upwards and with staff to progress gender equality, diversity and inclusion within IWDA and in IWDA's work in the Pacific and Asia.

### Behavioural Competencies

- Inspirational and Inclusive Leadership
- Valuing Diversity
- Empowering Others
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Judgement & Decision Making
- Learning, Improving & Adapting
- Managing Work & Quality

## GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policy
- Undertake a police check prior to commencement and every 2 years thereafter
- Comply at all times with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices

## TRAVEL REQUIREMENTS

The Director will be required to undertake domestic and international travel to support IWDA's partnership work, including to program partner countries. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations may be required and staff should be confident and fit to travel to these locations.