

Job Description

GLOBAL NETWORK COORDINATOR

Position:	Global Network Coordinator
Location:	Dakar, Senegal
Department:	Global Mobilization Team
Reports to:	Global Partnerships Specialist, located remotely

ORGANIZATION OVERVIEW

Tostan is a West Africa based international non-profit headquartered in Dakar, Senegal. Our vision is “Dignity for all” and our mission is to inspire and empower communities to achieve their vision for sustainable development. We contribute to creating large scale movements for the respect of human rights leading to positive social transformation.

Tostan’s core values are love, communities first, learning and innovation, partnership and dialogue, passion and pride in our work, respect and humility toward others. The years 2019-2020 will be a period of scaling and sustaining our impact in West Africa. For more information, please visit: www.tostan.org

DEPARTMENT OVERVIEW

Tostan seeks a Global Network Coordinator to provide technically skilled support to fulfil the Tostan Global Mobilization team’s vision that ***Tostan will achieve mission fulfillment when ample resources flow through a local and global network that is determined to see “Dignity for All” realized.***

The Global Mobilization Team (GMT) coordinates and manages all of Tostan’s external relationships and secures the financial and in-kind resources necessary for mission fulfillment. The GMT is in charge of maintaining a broad base of flexible, sustainable partnerships with engaged supporters and donors.

The GMT proactively reaches out to, nurtures and coordinates partnership with values-aligned and trustful supporters who are inspired to and can invest in Tostan long-term. We prioritize supporters who give program-driven and capacity support; leading to evidence of impact in the areas of civil society, human rights, and women and girls

GLOBAL NETWORK COORDINATOR ROLE

This position will work directly with the Global Partnerships Specialist and Senior Leadership to identify and advance opportunities for thought leadership positioning and recognition

The candidate must be a strong multi-tasker, have outstanding communication and interpersonal skills, work well under limited supervision and be extremely organized. Prior experience in a nonprofit fundraising position is preferred, but not required. This position offers exceptional opportunity for growth for the right candidate interested in nonprofit fundraising and donor relations.

This role calls for the highest standard English communications - written and verbal - and a proficiency in French as well. It is an added bonus if you speak one or more national West African languages. This position is located in Dakar and works remotely with other team members based globally.

RESPONSIBILITIES

- Research and identify opportunities to engage in advance Tostan's areas of thought leadership
- Write briefs and explanations of the global development, movement building and systems change landscape relating to Tostan's areas of program concept and thought leadership/message
- Attend Senior Strategic Team meetings on behalf of the GMT and provide once-weekly report outs on high level key information
- Actively participate in the ongoing improvement and collaborative change management of Tostan's Global Mobilization Team (GMT)
- Identify, record and advance opportunities to achieve Tostan's 3rd pathway to scale: network development, external partnership, and thought leadership toward global development systems change
- Understand and apply narrative power analysis and story based strategy in communications and network development
- Understand Tostan's Strategic Engagement Plan and Scaling Objectives and consider them in aspects of global partnership
- Coordinate with the Global Message Mobilizer to ensure external partnerships are celebrated and advanced through social media and online networking platforms

- Work with logistics and executive admin to coordinate global mobilizer and supporter trips to visit Tostan's programs. Represent Tostan on such trips as needed
- Engage Tostan Training Center's participants and alumnae in network development opportunities related to Tostan's areas of thought leadership
- Maintain donor relationship management database, including updating donor records, compiling biographical information, data entry, and pulling reports/queries.
- Assist Global Partnership Specialist with individual donor stewardship including acknowledgement letters, thank you cards, donor appreciation gifts, and other communications via phone and email.
- Assist with preparation of the annual report, Leadership Circle Reports, Global Mobilizer Reports, and other reports to individual donors as needed. Design and edit reports in line with Tostan branding.
- Collaborate with the Global Message Mobilizer to support the planning of engagement opportunities for global mobilizers
- Support sister organizations, pods and other Tostan supporters through regular meetings and advising on tools available for their efforts
- Maintain and update a project management tool to ensure that sister organizations have a location to communicate with and retrieve collaterals from the GMT
- Support sister organizations in preparation of events, conferences and public speaking arrangements
- Maintain an up-to-date calendar of events and PR opportunities and touch points for Tostan staff, leaders, and global mobilizers
- Support grant writers to ensure quality of language of external-facing publications (editing, proofreading, mainly in English) including concept notes, proposals and reports.
- Advise on the production of photos, testimonials and films necessary with focus on lifting up global support networks
- Ensure quality and availability of key donor messaging materials (printed and digital)
- Build supporter engagement in and knowledge of campaigns (such as Year-End campaign.)
- Support intern contributions and management as necessary.
- Other tasks as necessary to ensure the smooth running of a skilled team.

QUALIFICATIONS AND CRITERIA

- Educated to degree level
- Fluent in English and French
- Demonstrated proficiency in researching, writing, and crafting a written case or brief
- Excellent interpersonal and communication skills
- Proficient in MS Office; familiarity with Adobe design software
- Experience with Salesforce preferred
- Highly organized and acute attention to detail
- Able to multitask and meet deadlines
- Solid computer literacy and skill in using the internet for research
- Analytical and comfortable working with databases
- Comfortable working independently and in a team environment
- Commitment to the mission of Tostan

HOW TO APPLY

Please send a CV and a cover letter via email to hr@tostan.org. Please send with “Global Network Coordinator” in the subject line. We are accepting applications until May 17th, 2019.

Incomplete applications will not be considered.

Tostan is an equal opportunity employer. We evaluate all applicants without unlawful considerations of race, religion, age, sex, national origin, disability, or any other basis prohibited by applicable law.