TERMS OF REFERENCE

Executive Director, South Asia Women Foundation India

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Overview of Organisation

South Asia Women Foundation India (SAWF-IN) is a National Women’s Fund, committed to supporting women and trans* people led interventions, to enhance and strengthen their access to human rights and justice. SAWF-IN was formalized and registered in 2015 as a Non-profit Section 8 Company under the Companies Act 2013. It’s central mandate as an indigenous women’s fund is to direct resources for women’s rights work, ensuring leadership by women and trans* people and their groups.

SAWF-IN supports strategies and programmes designed, implemented and led by women and trans*, as we strongly believe that they alone can bring about meaningful and sustainable change to transform their realities towards an egalitarian and equal society and community. Being the only women’s fund in the country, SAWF-IN has a role to play in influencing and catalysing indigenous resources in India to reach out to smaller and unreached women's/trans* groups and activists.

Executive Director: Job Description

The Executive Director (ED), will provide executive leadership to the organisation, and work closely with the Board of Directors to ensure execution of the vision and mandate of the organisation. S/he will ensure all around programmatic execution, accountable management and take forward the interests of the organisation.
In addition to specified tasks listed below, the ED will do, and/or undertake all crucial activities that would contribute to the organisation’s positive growth, in line with the vision and mission framed by the Board of Directors.

Duties & Responsibilities
The ED will be responsible for guiding and managing the organisation to support women’s rights and development issues in India. The responsibilities and duties would include the following:

(i) **Building and implementing a Programmatic Strategy including rights based grant making, fund-raising and working to strengthen voices of the women’s human rights movement in the country.**

The ED will develop the organisation’s programmatic strategy and steer its programme implementation.

Thus, on behalf of SAWF-IN, the ED will:

- Ensure that the programme design and implementation is focused on and committed to ensuring women’s rights in the country.
- Build upon a process of inclusion of marginalised voices in the country.
- Identify and access resources - both fiscal and technical, required for supporting the needs and priorities of women’s human rights movements in India.
- Ensure that SAWF-IN’s work reflects a well-grounded knowledge of gender, rights and development issues.
- Ensure that grants undertaken reflect the operationalisation of such knowledge and analysis and translate the Organisations mission into action.
- Provide technical leadership to establish the organisation as per commitments made to the Board, donors and other key stakeholders.
- Provide the required oversight to all staff and consultants, advisors and others appointed for implementing the organisation’s mission and strategic programming, that ensures it is a relevant grant making organisation.

(ii) **Fundraising and Networking**

Fundraising is one of the core responsibilities of the ED. The ED will therefore be required to effectively mobilise resources to diversify and enhance the organisational and financial sustainability, and ensure support to its operational and other plans.

The ED will be required to creatively and imaginatively use different methods to raise funds from a variety of sources.
The duties will also include preparation of proposals for fund raising. These documents should reflect well thought out and researched material and information that would enhance the visibility and importance of SAWF-IN’s work.

The ED will network and expand partnerships with regional and national organisations to leverage the visibility of SAWF-IN and establish it as an emerging philanthropic institution in the country.

The ED will facilitate wider public understanding of and access to the work of SAWF-IN. The ED will communicate and liaise effectively and closely with policy making institutions (including government bodies etc.), and other public and private institutions to ensure effective implementation of SAWF-IN’s strategic programme and forward its mission of encouraging philanthropy for women’s rights in the country. ED will represent SAWF-IN both nationally and globally.

(iii) Management & Administration of SAWF-IN

The ED will establish efficient management and information flow systems that are transparent and shall be accountable to the Board and other stakeholders, and be responsible to:

- Operationalise the organisation’s vision, mission and goals both programmatically and administratively.
- Provide oversight and leadership to staff and build effective management and supervision processes; ensuring a conducive work environment.
- Monitor the grant making procedures, processes and ensure a review of all grants and projects.
- Mentor junior staff/colleagues and guide them in the implementation of their work duties.
- Ensure proper documentation of the work of the organisation and its timely communication to the Board, and with its approval to its wider constituency, including donors, grantees and other partners.
- Build the profile of the organisation, through documentation and effective use of the website to share relevant strategic information. Also to ensure that relevant information is archived.

Qualifications:

- Minimum of 7-10 years of work experience and association with gender, rights and justice themes, with at least 5 years of experience in working in a leadership position with an organisation.
- Relevant Masters Degree Education in any relevant field.
- Knowledge and in depth understanding of feminist movements and development issues, in India and familiarity with economic, political, social, and cultural trends,
in the country.

- Knowledge and experience of working with Indian laws and policies related to organisation’s operations and governance is desirable.
- Excellent management, leadership, communication and articulation skills.
- Professional proficiency in English and Hindi. Fluency in one or more regional language is desirable.
- Strong analytical and writing skills. Ability to think strategically and creatively.
- Ability to take initiative and work with limited supervision.
- Ability to undertake extensive local and international travel.

Terms and Conditions

- One year renewable contract will be issued, once selected. Ability to join immediately is required.
- Salary will be commensurate with experience of the candidate.
- There will be a three month probation period, during which the contract can be concluded through a notice of one week on either side. The incumbent will be internally evaluated before being confirmed.
- The contract can be ended by a notice of at least two months, after completion of probation period.

Information on Application:

Interested candidates to share their updated CV, with a Letter of Interest for the position, and with contact details of two referees, and present and expected salary, via email to sawfindia@gmail.com by May 30, 2020.

Please mention Application for Executive Director, SAWF-IN, in the email title.

Only selected candidates will be informed about the interview details by June 15, 2020.

SAWF IN is an equal opportunity employer and encourages people from diverse colour; lesbian, bisexual, trans* and gender non-conforming people; women; and differently-abled people; people from diverse religious, ethnic and cultural backgrounds, to apply.