

International Basic Education Funders Coordinator (50% time)

Terms of Reference

The International Education Funders Group (IEFG), a new collaborative of foundations and donor-advised funds, is seeking a senior consultant/coordinator to facilitate and co-lead the next phases of the IEFG's evolution and development. This is a **50% position**. The Coordinator works with the IEFG Steering Group and is under contract to the IEFG Treasurer, the Firelight Foundation, on behalf of the IEFG.

Background on IEFG:

The International Education Funders Group (IEFG) is a collaborative of foundations and donor-advised funds supporting education in the Global South. It was launched in April 2011. The purposes of the group are to help private funders in education have a stronger voice and to potentially be a catalytic force in the advancing Education for All by improving funders' strategic analyses and thinking, informing and assisting their grantmaking, and providing opportunities for collective learning and action.

The emergence of the IEFG follows on several foundations' efforts since 2007 to informally convene foundations and donor-advised funds engaged in education grantmaking in the developing world. At the September 2010 gathering, a group of 14 foundations agreed to organize a funders group. Initial steps included the mapping of North American and Western European foundations and the synthesis of lessons learned from funder collaboratives.

The first in-person meeting was held in New York City on April 29, 2011 and several directions were identified. It was agreed to work on the first three levels of collaboration:

1. Sharing information
2. Learning collectively
3. Developing informal alliances

As of November 2011, 45 foundations and donor-advised funds are on the distribution list. Five thematic groups are operating or emerging:

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| 1. Evidence, evaluation and learning outcomes measurement | 3. Pathways to Post-2015 MDGs |
| 2. Education and conflict | 4. Girls' education |
| | 5. Early Childhood Development |

Two major principles that the group is endeavoring to abide by are (a) to be funder-driven, not secretariat-driven and (b) to let form follow function. Therefore, five months after launching, there is no office, no legal status, no web site as of yet, and no membership fees. A consultant spends up to half time coordinating the IEFG, working with the eight-member Steering Group. Firelight Foundation (Peter Laugharn) is serving as the Treasurer. Since April, six funders have contributed or pledged to contribute to the running costs. As needs grow, it is expected that more formal support structures will be put in place.

Key Responsibilities of the IIEFG Coordinator:

Intellectual Leadership

- Provide intellectual contributions to the design and implementation of IIEFG plans;
- Analyze the profiles and survey results to ascertain patterns of geographic, thematic, educational level, and topical interests of members;
- Provide intellectual input into the work of the thematic groups;
- Advise the Steering Group on emerging needs and strategic opportunities
- Draft and finalize annual objectives for the IIEFG;
- Draft and finalize an annual budget;
- Represent the funders group at key education sector gatherings when members cannot attend and share info about issues and opportunities with members.

Coordination of the Collaborative

- Organize Steering Group calls and meetings, including proposing agendas and developing materials for discussion;
- Organize two semi-annual IIEFG meetings. Work with the Steering Group and thematic group leaders to develop the program. Select the sites, plan, organize, facilitate and report on the meetings;
- Communicate at least monthly with members, covering updates on Thematic Group activities, funding opportunities (letters of inquiry, concept notes, or proposals), calendar of forthcoming events, recent developments of interest and recent publications of interest;
- Circulate information of a timely nature more frequently;
- Support the launch and strengthening of thematic groups. Help the funders leading the thematic groups to organize at least two events (teleconference, webinars, conference, in-person meeting, etc.) annually to support collective learning. Support information sharing within thematic groups;
- Solicit members' input and support action in establishing informal alliances out of the thematic groups or other opportunities, e.g. the Global Compact on Learning.
- Track partnerships that develop within the IIEFG.

Management and Administration

- Manage the outreach to private, non-corporate foundations that are potential members;
- Maintain an active database of member contacts and interests;
- Update funders map and individual funder profiles annually;
- Manage an online repository and communication space (currently Basecamp) to facilitate information sharing among members;
- Prepare complete meeting records and share online;
- Compile a major international education events calendar for funders;
- Make recommendations to the Steering Group on organizational changes needed;
- Submit bi-monthly progress reports to the Steering Group;
- Respond to external requests for information.

Candidate Profile:

- Mid- to senior education or development professional
- Good organizational skills
- Excellent people skills
- Good strategic thinking and planning skills
- Excellent facilitating skills and an ability to mobilize people of diverse backgrounds to focus on a mutually agreed set of objectives
- Experience with convening and managing loose partnerships preferred
- Experience as a funder desirable but not essential
- Willing to start part time (this could become full time)

Start date: January 2012 with handover starting in December 2011

To apply:

Send a letter of application and curriculum vitae to Sue_Grant_Lewis@yahoo.com