



**Colmena fund**  
*for Women's Political Power*

**Program Officer**  
**Job Description**

**Salary:** 55-70,000 USD (based on experience and location).

**Duration:** 1-year full-time contract with possible extension.

**Location:** Remote. High-speed internet connection would be needed as well as the ability to maintain international communication particularly between 2 to 5 pm UTC and to travel internationally as required.

**Deadline:** Applications accepted on a rolling basis. We would like to encourage potential applicants to apply as soon as possible.

**Reports to:** Programs Lead.

**About us:**

The **Colmena Fund**, is a non-partisan, nascent fund, designed to bring critical funding and infrastructure to advance women's feminist and democratic political leadership, particularly in the Global South. **Our vision** is a world where **diverse, women political leaders are the norm**, building societies that are **democratic and equitable**.

**Our mission** is to **accelerate the power of women in formal political spaces across the Global South**. We focus on **leaders marginalized by oppressive systems and structures** including racialized women, people with disabilities, indigenous peoples, queer and gender nonbinary people.

We do this through catalyzing philanthropic support, providing funding to support partner organizations, and strengthening the enabling environment to accelerate the power of women political leaders.

The Colmena Fund is hosted by [Rockefeller Philanthropy Advisors](#).

**The opportunity:**

As a recently established fund, we are actively shaping our strategy to shift how politics and democracies look today. The Program Officer will work closely with the Programs Lead to help shape this emerging organization. The selected candidate will play a key role in implementing the Colmena Fund's grantmaking strategy and plan while bringing valuable knowledge of regional and thematic trends.





*Colmena fund*  
for Women's Political Power

**Core responsibilities:**

- Support and coordinate grant making rounds including but not limited to: writing concept notes and funding priorities, developing application criteria and processes, managing outreach and proposal dissemination, screening applications against eligibility criteria and reviewing grant reports.
- Liaise with grantees and partners as required providing ongoing support and accompaniment to grantees so as to develop and maintain a strong and flexible relationship with them.
- Contribute to develop and maintain grantee data management systems ensuring data integrity.
- Contribute to the design of the Colmena Fund grant making strategy and action plan as well as its implementation.
- Maintaining good knowledge of trends in relevant themes, populations, geographies and the democratic and political situation in priority regions and countries. The Colmena Fund particularly seeks to strengthen knowledge on the political leadership and representation of marginalized populations in Asia, Africa and MENA regions. Thematic expertise on Climate Justice issues would be a plus.
- Strong familiarity with relevant civil society groups and the philanthropic field.
- Contribute to Colmena Fund's monitoring, learning and evaluation efforts. Help to document progress, lessons learned, success stories. Supports efforts to bring the voices of grantees to diverse audiences in collaboration with the communications team.
- Conduct research and analysis of information in relevant areas linked to Colmena Fund strategic priorities, themes and populations.
- Contribute to donor report reporting and the preparation of key program deliverables such as budgets and reports.
- Support the organization of convenings and events.
- Represent the Colmena Fund at relevant conferences, events and workshops.
- Perform additional duties as assigned.

**Profile:**

A strategic professional with a minimum of 5 years of experience in philanthropy, specifically in grantmaking. The ideal candidate will possess comprehensive knowledge of grantmaking systems, docket preparation, and grant reporting processes, with demonstrated expertise in human rights, feminist movements, and political leadership in the Global South (particularly Asia, Africa, or MENA regions).





**Colmena fund**  
*for Women's Political Power*

The role requires a thorough understanding of gender and racial justice, with a focus on intersectional approaches and marginalized populations whether through lived experience or sustained engagement with affected communities. The candidate should be well-versed in contemporary research and debates within these fields, demonstrating strong analytical capabilities and the ability to identify both risks and opportunities.

Experience in formal politics would be considered an advantage.

**Required Qualifications:**

- Advanced degree or equivalent experience in relevant field (gender studies, human rights, political science or other relevant area)
- Minimum 5 years of experience in philanthropy and the civil society sector, including at least 3 years specifically in a grantmaking role
- Strong understanding of intersectional feminism, marginalized populations, and contemporary democratic challenges
- Substantive knowledge and experience of political leadership work in Africa, Asia, and/or MENA regions
- Experience with donor landscapes, philanthropic sector, and bilateral organizations
- Proven track record in policy research and analysis
- Excellent written and verbal communication skills in English
- Demonstrated proficiency with relevant software and technology platforms

**Preferred Qualifications:**

- Knowledge of regional languages relevant to Asia, Africa, or MENA regions
- Experience working with international organizations or multilateral institutions
- Track record of producing high-quality contextual analysis and research reports
- Direct experience in political organizing or formal political processes

Legal authorization to work in the country of residence would be required.

**Benefits:**

- Competitive salary based on experience and location
- The Colmena Fund/Rockefeller Philanthropy Advisors is committed to provide a competitive compensation and benefits package based on the country that you are based on. Benefits generally include flexible, remote working arrangements, health insurance coverage, retirement benefits, paid sick leave, vacation and holidays





*Colmena fund*  
for Women's Political Power

### Travel Requirements

- Up to 20% international travel, primarily to priority regions in Asia, Africa, and MENA
- Travel expenses covered by organization

### Application process:

Please fill out the form: <https://colmena.fund/apply>

**Applications will be reviewed as received. The position will remain open until filled. Incomplete applications will not be considered.**

Please note that depending on the volume of applicants we may only be able to contact short listed candidates.

The Colmena Fund/Rockefeller Philanthropy Advisors celebrates the uniqueness of our staff, our partners, and the communities we serve. We are committed to inclusion with the goal of cultivating a culture of belonging and acceptance. We strive to embed this value in our philanthropic work to advance a more just, equitable and sustainable world.

RPA is an equal opportunity employer.

