



**International  
Trans\* Fund**

**JOB OPENINGS!**

Applications due 9 December 2016

**The International Trans Fund and its administrative host, the Astraea Foundation, are recruiting for two full-time staff positions! We are seeking candidates to manage and support the ITF – a Director and a Program Officer. Applications for both positions are due on 9 December 2016 with an anticipated start date of 1 March 2017.**

**ABOUT THE INTERNATIONAL TRANS FUND:** The mission of the International Trans Fund (ITF) is to mobilize sustainable resources to help build strong, trans-led movements and collective action, and to address and eliminate funding gaps impacting trans groups across the globe.

The purpose of the ITF is to:

1. Build and sustain a mechanism to support trans-led groups of different sizes working on a range of issues at the international, regional, country, and local levels, with a particular emphasis on smaller groups and/or groups with access to fewer resources.
2. Increase resources and enhance access to resources that support trans movements including:
  - a. financial resources dedicated to trans-led organisations and groups, through grant making;
  - b. non-financial resources for trans organisations, such as skills building, organisational strengthening, leadership development, and activist support
  - c. access to other and new donors; and,
3. Educate our peers in the philanthropic community on trans issues and influence other funders and strategic allies on trans-related commitments and strategies.

The ITF understands “trans” as a political term that defines the communities of people the ITF works with. The ITF works with people whose gender identity or expression differs from their gender assigned at birth. Some of these people identify and present themselves as male or female; others identify with a non-binary gender category. These identities or expressions include, for example, trans women, trans men, fa’afafine, leiti, fakafifine, akava’ine, mahu, vakasalewalewa, palopa, Sistergirls, Brotherboys, whakawahine, tangata ira tane, muxhe, omeguid, travesti, two spirit, hijra, bandhu, mangalamukhi, kinnar, thirunangai, thirunambi, khwaja sira, meti, katoey, waria, mak nyah, kua xing nan, trans laki-laki, transpinay, transpinoy, kwaa-sing-bit, and transgender, transsexual, genderqueer, gender non-binary, gender diverse, gender non-conforming, and agender people – to name just a few.<sup>1</sup>

**INTERNAL STRUCTURE OF THE ITF:** The bodies of the ITF include the Steering Committee (SC), the Grant Making Panel (GMP) and the staff. The SC is the governing body of the fund and responsible for making strategic decisions, defining funding priorities, and hiring key staff. The GMP will review grant proposals submitted to the ITF, make decisions on these grant applications, and develop the call for proposals for following grant making cycles, based on the strategies developed by the ITF’s Steering Committee. The ITF staff will support both the SC and GMP, and manage grants that are awarded.

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<sup>1</sup> As part of the ITF’s commitment to self-determination and decolonising bodily oppressions, we are committed and open to recognising other gender identities that emerge and that our communities claim within their socio-political contexts. These arise from the ongoing work of resistance and liberation that involves both the remembering and reimagining of gender identities and expressions. The ITF does not privilege any one gender identity or expression over another, including those communities who do not have specific terms to describe who they are.



**International  
Trans\* Fund**

**JOB OPENING:**

**DIRECTOR,  
INTERNATIONAL TRANS FUND**  
Applications due 9 December

**POSITION:** DIRECTOR, International Trans Fund  
**REPORTS TO:** Chair(s) of the ITF Steering Committee  
**APPLICATION DEADLINE:** 9 December 2016

**Position Description:**

The ITF Director is one of two fulltime, paid positions for the International Trans Fund (ITF), a new participatory fund to support trans-led organizations worldwide. The Director will work closely with the administrative host (Astraea Foundation), the ITF Program Officer, and the ITF Steering Committee (SC) to lead the development and execution of the ITF.

**Job Responsibilities**

- Lead and manage the design and implementation of strategies to promote and advance the ITF's mission, goals and strategic priorities
- Work with the ITF Steering Committee to develop and implement strategic priorities for the Fund, including grantmaking guidelines and the development of capacity building programs. Oversee the development and execution of the ITF's workplans and timelines.
- Lead and support philanthropic advocacy to help increase financial and community building resources for ITF grantees and trans groups worldwide
- Lead and manage the development of organizational, programmatic, and grantmaking budgets, and work with the administrative host to manage the budget throughout the year
- Lead fundraising for the ITF (based on its target of securing at least \$US 1 million per year to build the fund and support grantmaking activities)
- Work collaboratively with the administrative host and SC to identify opportunities to support the ITF's work and to prepare proposals and donor reports
- Support and supervise the ITF Program Officer, and oversee the recruitment of future staff/consultants
- Serve as the liaison between the administrative host and other bodies of the ITF
- Together with the ITF Program Officer and SC Chairs, represent the ITF with key philanthropic networks and alliances, donors, LGBTQI and other relevant organizations and networks
- Lead and manage the preparation and presentation of ITF reports to the Steering Committee, and represent the ITF staff on the SC
- Other duties and responsibilities as negotiated

**Skills, Knowledge and Experience Desired**

- At least 5 years of direct involvement with trans activism at the regional and/or international level
- Prior fundraising experience, including the ability to build relationships with donors, develop proposals, and manage grants
- Experience developing and managing budgets
- Highly ethical and trustworthy
- Excellent strategic thinking, decision-making, and problem solving skills

- Ability to travel internationally and to work flexible hours (including early mornings and late evenings) to accommodate time differences with SC members, grantees, funders, etc.
- Strong relationship building skills, including ability to work competently with activists and donors from different regions, cultures, languages, and identities
- Ability to work independently as well as part of a team
- Solid computer skills, including using word processing and spreadsheet software, and the ability to work with others online and to engage in social media
- Strong written and oral communication skills in at least one of the ITF's working languages (English or Spanish), including excellent facilitation and public speaking skills
- Commitment to the work and social justice values of the ITF
- Strong commitment to fulfill tasks and meet deadlines

In addition, it would be desirable for candidates to:

- Be able to communicate and write in one of the ITF's other application languages (French, Russian, or Chinese).
- Be innovative with experience starting new projects or organizations
- Have direct experience managing and reporting on grants for trans work
- Have prior grantmaking experience

#### **Additional Considerations**

- Trans people are strongly encouraged to apply.
- Working remotely is an option. Nonetheless, if the successful applicant is not based in the US and chooses to relocate to New York, Astraea is able to support a work visa application and assistance with relocation expenses.

The Astraea Lesbian Foundation for Justice is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply. For more information visit [www.astraeafoundation.org](http://www.astraeafoundation.org).

**How to Apply:** Please send a cover letter, resume/CV, and salary requirements to [jobs@transfund.org](mailto:jobs@transfund.org) by **Friday, 9 December 2016**. No phone calls, please – only applicants considered for interviews will be contacted.



**International  
Trans\* Fund**

**JOB OPENING:**

PROGRAM OFFICER,  
INTERNATIONAL TRANS FUND  
Applications due 9 December

**POSITION:  
REPORTS TO:**

**PROGRAM OFFICER, International Trans Fund  
ITF DIRECTOR**

**APPLICATION DEADLINE:**

**9 December 2016**

**Position Description:**

The ITF Program Officer is one of two fulltime, paid positions for the International Trans Fund (ITF), a new participatory fund to support trans-led organizations worldwide. The Program Officer will work closely with the administrative host (Astraea Foundation), the ITF Director, and the ITF Grant Making Panel (GMP) to manage grantmaking and community relations for the ITF.

**Job Responsibilities**

- Manage the grantmaking process for the ITF, including conducting outreach to potential applicants, drafting and circulating requests for proposals, screening proposals for the GMP, and assisting with grants administration and payments
- Recruit and support members of the GMP and provide logistical support for GMP meetings
- Lead and manage the preparation and presentation of ITF reports to the GMP and grantees
- Represent the ITF staff on the GMP
- Manage relationships with applicants and grantee partners of the ITF, including resolving questions and issues and maintaining ongoing communication
- Coordinate translation of applications and prepare grant materials for the GMP
- Working closely with the ITF Director, lead the development of the ITF's capacity building support for grantee partners, including identifying and providing technical assistance
- Support philanthropic advocacy activities, including by developing and disseminating reports on the trans movement internationally
- Support the ITF Director in securing and retaining resources for the ITF
- Maintain up-to-date knowledge of issues and trends facing trans activists and organizations worldwide
- Represent the ITF at local and international conferences.
- Other duties and responsibilities as negotiated

**Skills, Knowledge and Experience Desired**

- Strong knowledge of issues facing trans people and activists is required; direct experience with trans human rights activism is a strong plus
- Excellent organizational skills, with the ability to manage and meet multiple deadlines while maintaining consistent attention to detail
- Highly ethical and trustworthy
- Excellent strategic thinking and problem solving skills

- Ability to travel internationally and to work flexible hours (including early mornings and late evenings), to accommodate time differences with other staff, committee members, grantees, funders, etc.
- Strong relationship building skills, including ability to work competently with activists and donors from different regions, cultures, languages, and identities
- Ability to work independently as well as part of a team
- Solid computer skills, including using word processing and spreadsheet software, and ability to work with others online and engage in social media.
- Strong written and oral communication skills in at least one of the ITF's working languages (English or Spanish), including excellent facilitation and public speaking skills
- Commitment to the work and social justice values of the ITF
- Strong commitment to fulfill tasks and meet deadlines

In addition, it would be desirable for candidates to:

- Be able to communicate and write in one of the ITF's other application languages (French, Russian, or Chinese)
- Have direct experience managing and reporting on grants for trans work
- Have experience developing and managing budgets
- Have prior grantmaking experience.

#### **Additional Considerations**

- Trans people are strongly encouraged to apply.
- Working remotely is an option. Nonetheless, if the successful applicant is not based in the US and chooses to relocate to New York, Astraea is able to support a work visa application and provide assistance with relocation expenses.

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