



Jumuiya Women Fund

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Event Organizer and Producer

Background

Jumuiya Women Fund was first founded as Jumuiya Women Group in 2001 as a Community Based Organization, and was later incorporated in February 2019 in Kenya; as a company limited by guarantee, with the legal name “**Jumuiya Women Fund Ltd**”. JWF has its operational headquarters based in Eldoret, Kenya. JWF is a nonprofit women’s rights fund and development organization which leverages its grant making, institutional capacity strengthening, influencing philanthropy, impact investing, feminist crisis response and resource mobilization strategies to deliver impactful outcomes for women and girls. JWF is committed to increasing strategic empowerment of women and girls for improved gender equality and sustainable socio-economic development.

Our work empowers women rights organizations, networks, movements and social enterprises to close the gender inequality gap across our thematic areas

As a regional women’s fund, JWF prime mandate is to partner with philanthropists and mobilize resources toward efforts advancing women’s and girl’s rights. Working with philanthropic organizations, networks, donors and sister funds helps us to champion and advocate for a considerable share of resources for resourcing the women’s rights movement in the region. Our work in this area is to engage in a series of joint research and learning activities aimed at advancing the practice of community philanthropy and at influencing international development actors to better understand, support and promote community philanthropy’s role in achieving more lasting development outcomes. To achieve this goal, JWF welcomes donor partners interested in exploring how they can support strategies that strengthen local ownership, invest in solutions that will have long-term impacts, and build on assets and resources that already exist.

Consistent with the above mandate JWF is planning to organize the first JWF Conference of women leaders in East African region to lead and influence funding agenda and open spaces for feminist movements to advance gender equality and socio-economic

transformation, In this respect, we are seeking an individual who will be responsible for managing and overseeing the event development, pre-production, and onsite logistical support to ensure a seamless, professional, and impactful production.

Duties and Responsibilities

Under the overall guidance of the Chief Executive Officer to undertake the following:

Before the Event

- Provide and oversee a detailed event concept paper, production plan, including timeline of key milestones and deadlines, along with team members responsible for actions/tasks.
- Ensure that all agendas are created for and facilitate regular pre-production meetings with all personnel working on the event.
- Guide the development and creation of customized collateral materials developed for the event (save the date, invitation, communications, signage, display materials, etc.);
- Ensure that production-related documents for the event are prepared such as detailed and timed run of show and other prep materials for participants and speakers as required.
- Collaborate with the JWF team to refine the concept and agenda for the event in the most costeffective manner to accomplish the objectives.
- Provide assistance to JWF team members in outreach to desired speakers and high-level guests participating in the event.
- Identify and guide outreach to potential celebrity host/speakers/emcee and/or entertainment act(s) for the event in collaboration with JWF team, coordinating with their representatives as needed.
- Coordinate with vendors to ensure a smooth end-to-end production: tasks including research, assessment and decision-making inputs on the venue, catering, AV requirements from suppliers, venue design and décor, volunteer assignments, broader logistical needs, VIP, security and protocol needs, speaker and potentially entertainment support.
- Collaborate closely with JWF team to ensure coordinated and streamlined execution of every stage of the process.

- Provide template for the final Script.

During the Event

- Lead on-site management of all production elements including venue set-up, A/V, lighting, staging, etc.
- Lead and provide management support for logistics for speaker and performing teams, rehearsals, and backstage operations.
- Ensure professional hosting and speaker support throughout the event.
- Provide guidance to team to make rapid alterations to event programme if any challenges arise such as last-minute speaker unavailability or equipment issues.
- Lead on programme and implement run of show on-site.

After the Event

- Hold debrief with the team after the event to recommend action steps to capitalizing on the event and to identify lessons learned.

Consultant's Workplace and Official Travel

This is a home-based consultancy, no travel required.

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

FUNCTIONAL COMPETENCIES:

- Strong technical knowledge and skills in event production.

- Strong knowledge on gender equality and women's empowerment.
- Excellent analytical skills.
- Excellent writing, communication and presentation skills.
- Excellent team building, communication and management skills.
- Ability to participate effectively in a team-based, information-sharing environment, to collaborate and cooperate with others.
- Proven negotiating skills and ability to engage with high level partners.
- Ability to respond to real time changes and challenges.
- Self-starter with an entrepreneurial and creative spirit, ability to multi-task under pressure, and strong capacity to work in a team as well as independently with minimal supervision to complete tasks.

Education and Certification:

- Master's degree or equivalent in Business, Communications, Public relations, Marketing, Hospitality management or related discipline.
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

Experience:

- At least 5 years of experience in project management and event coordination of a wide range of highlevel advocacy or accountability events and meetings is required;
- Ability to create, plan and execute production schedules with knowledge of technical production and equipment requirements definition is required;
- Experience organizing events related to gender equality is considered an asset;
- Experience organizing high-level and high-visibility events is considered an asset;
- Experience coordinating graphic design and décor standards is considered an asset;

Languages:

- Fluency in English is required.

How to Apply

Applicants should submit a soft copy of their application to: ceo@jumuiyawomenfund.org by the deadline of 6th September 2024

The subject line should read ' Event Organizer and Producer Vacancy.'

Please note that incomplete applications will not be considered. Only shortlisted, qualified candidates will be contacted. Women are highly encouraged to apply.