



AWAZ-E-NISWAN

Manager – Membership & Volunteers

Terms of Reference (TORs)

Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a non-profit with the Securities and Exchange Commission of Pakistan. AAN aims to increase the visibility and influence of women voters and their issues among duty bearers.

AAN is seeking the services of a Manager, Membership and Volunteers to assist them in ensuring active engagement and smooth management of all volunteers and members from across Pakistan.

Scope of Work

The work includes support for designing and developing a system. The Manager will be responsible for effectively managing the membership & volunteers system of AAN, directly engaging the volunteers and members, designing & executing trainings & other capacity building initiatives, developing relationships with multiple internal and external stakeholders, team management and on logistics associated with implementing planned activities. AAN encourages Pakistani women age 18 and above to become members. Younger women (age 16-18) can enroll as volunteers until they are old enough to become members.

Key Tasks

- Responsible to develop a plan for active volunteer engagement & finalizing the volunteering approach and model
- Work closely with the consultants for communications and for Membership and Volunteers system development for integrating membership database with website and other relevant sections on the website.
- Put in place innovative ideas to boost membership base across Pakistan, and creating volunteer engagement activities (one-off & ongoing).
- Develop strategic relationships with multiple stakeholders ranging from academia, donors, women rights organizations, political representatives and partner organizations to promote membership and volunteers drive.
- Work closely with civil society organizations, academia, private sector, relevant government institutions and partners for identifying avenues to maximize the outreach and impact.
- Data entry and regular updation of the state of the art, dynamic and user friendly web based system for member and volunteer's registration and continued engagement.
- Design and roll out membership and volunteer drive on social media and in-person (conditions permitting) across Pakistan to enroll women and girls ages 16 and above as AAN volunteers
- Responsible for smooth provision of logistical support to volunteers and members in planned activities, trainings and events.

- Active cross functional coordination with program unit for content development (training manuals, communication material)
- Timely submission of periodic plans, reports and record keeping

Required skills, qualifications and competencies

A professional with at least 3-5 years of experience in the development sector, having a master's degree in social sciences or any other relevant discipline, with broader knowledge of development sector issues. Significant experience with membership management, volunteer engagement strategies, program and campaigns management, maintaining database etc..

Proficiency in Microsoft Office, Excel, MIS and database software required. Strong written and verbal communication skills are required. Dynamic self-starter; highly motivated, comfortable in taking initiatives and able to work with minimum supervision. Women candidates are strongly encouraged to apply.

Period of assignment

The position will begin early December 2020, for a period of 2 years (subject to continued donor support).

How to apply?

Email your CV with cover letter and "Manager Membership & Volunteers" in subject line by 27 November 2020 to: HR@aan.org.pk