

Foundation for a Just Society International, Ltd.

Position Title: Program Consultant

Location: Francophone West Africa

Time Commitment: Consultant contract

Reports to: Board Advisor and President

Other Key Relationships: Board of Directors, Director of Programs and Grants Management, Family Office Staff

I. ORGANIZATIONAL OVERVIEW

Foundation for a Just Society International, Ltd. (FJSI) is a private foundation committed to advancing human rights, gender justice, and bodily autonomy, with a primary geographic focus on Francophone West Africa (FWA). Since it initiated grantmaking in 2016, FJSI has supported direct service providers, advocates, and networks that promote:

- Sexual and Reproductive Health and Rights (SRHR), including access to family planning, prenatal/postpartum care, safe abortion services, prevention of sexually transmitted infections, and elimination of gender-based violence including female genital mutilation/cutting (FGM/C).
- Rights and access to services for LGBTQI people, combating legal, social, and structural discrimination.
- Girls, adolescents, and women with special needs, expanding access to education, employment, and empowerment opportunities.
- Community-based programs preventing early marriage, trafficking, school dropout, and unplanned pregnancy.
- Strategic convenings that build networks of service providers and advocates across the region.

FJSI makes grants primarily in FWA, but also globally for convenings and transnational activities, and in Bermuda and selected Southeast Asian contexts. The Foundation is known for its nimbleness, flexibility, and ability to provide bridge funding and support for grassroots or under-resourced organizations.

FJSI has cultivated strong relationships with aligned private foundations, bilateral agencies, and advocacy networks, often co-funding critical initiatives. The Foundation plays an increasingly important role as other major progressive funders shift priorities or wind down operations, leaving significant gaps for partners working to protect bodily autonomy and counter well-financed anti-rights movements.

II. POSITION SUMMARY

The Program Consultant will serve as a core strategic partner supporting the development, assessment, and management of the Foundation's FWA and Global grant portfolios. The Consultant will lead grant research and proposal development, conduct due diligence, prepare

briefings and reports for senior leadership and the Board, maintain cross-foundation communications with Foundation for a Just Society (FJS), and represent FJSI in the field.

This role requires deep familiarity with gender justice, SRHR, LGBTQI rights, and social justice movements—particularly in African contexts—and an ability to navigate complex political landscapes, shifting donor ecosystems, and evolving anti-rights threats. The Consultant must be adept at building relationships with grantees, peer funders, and partner foundations, and at synthesizing complex information into clear strategic recommendations.

III. KEY RESPONSIBILITIES

A. Grantmaking & Portfolio Management

- Lead research, development, and processing of a total grants budget of approximately \$12M in 2026, focusing on Francophone West Africa and global grants.
- Identify promising new partners, respond to emerging needs, and develop grant recommendations aligned with FJSI’s mission and strategic priorities.
- Conduct due diligence on prospective grantees, including financial review, organizational assessment, and alignment with human-rights–based frameworks.
- Foster collaboration among grantees by identifying opportunities for complementary work, shared learning, or collective advocacy.
- Track regional and global trends, including anti-rights movements, shifting donor landscapes, and geopolitical dynamics impacting partners.
- Maintain accurate grant records, timelines, and tracking systems.

B. Writing, Analysis & Reporting

- Draft and revise semi-annual reports, internal memos, and written analyses for the Advisor, President, and Board.
- Prepare briefing materials on grant recommendations, regional developments, and cross-foundation collaboration.
- Produce high-quality synthesis documents that capture program trends, risks, opportunities, and grantee impact.

C. Cross-Foundation Coordination

- Serve as a liaison with the Foundation for a Just Society (FJS), facilitating regular communication among the Board Advisor, CEO, CFO, and program staff of both organizations.
- Support alignment of strategies, shared priorities, and co-funding opportunities.
- Participate in select meetings with the FJSI Board as requested.

D. Field Representation & Learning

- Conduct up to three field visits annually in Francophone West Africa, including site visits, grantee meetings, and participation in regional conferences or convenings.

- Build strong relationships with grantee partners, enhancing understanding of context, challenges, and impact.
 - Represent FJSI at select global convenings relevant to SRHR, anti-FGM efforts, LGBTQI rights, and gender justice.
 - Identify and cultivate relationships with other funders to support co-funding, bridge financing, and strategic alignment.
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IV. REQUIRED QUALIFICATIONS

- Must be based in Francophone West Africa.
 - Demonstrated expertise in gender justice, SRHR, LGBTQI rights, or related fields—ideally with direct experience in Francophone West Africa.
 - Minimum 10 years of experience in philanthropy, international development, human rights advocacy, or program management.
 - Strong research and analytical skills; ability to develop clear recommendations from complex information.
 - Exceptional writing ability, including preparation of Board-level documents, grant recommendations, and program analyses.
 - Professional proficiency in French (required) and English.
 - Experience conducting field visits, engaging local partners, and navigating sensitive political contexts.
 - Ability to work independently, manage multiple deadlines, and adapt to fast-changing conditions.
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V. ADDITIONAL QUALITIES

- Commitment to human rights, bodily autonomy, and social justice.
 - Cultural humility and deep respect for local expertise.
 - Strong interpersonal communication and relationship-building skills.
 - Ability to represent the foundation with professionalism in diverse settings.
 - Nimbleness, strategic thinking, and comfort operating in a small, collaborative team structure.
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VI. CONTRACT STRUCTURE

This is a consultancy role with annual contract renewal based on performance and organizational needs. Compensation, travel expectations, and timelines will be defined during contracting.