



Numun Fund - Programmes Choreographer

July 2026

In partnership with:



Overview

Numun Fund is a pioneering, remote-first organisation advancing feminist tech activism across the Majority World. The Programmes Choreographer supports end-to-end grantmaking, coordinating administration, relationships, and information systems. Numun Fund is seeking candidates with strong organisational skills, grantmaking experience, cultural sensitivity, and commitment to feminist, participatory values. This role offers meaningful engagement through its global reach, collaborative ethos, and the opportunity to strengthen social justice movements through innovative, values-driven funding practices.



Details

LOCATION:	Remote (Home-based) with reliable connectivity within UTC-8 to UTC+8 time zones
CLOSING DATE:	5 June 2026
STARTING DATE:	ASAP
TYPE OF CONTRACT:	Full-time, Independent Consultant
SALARY:	USD 20,000.00 - 35,000.00 per annum, plus benefits and allowances
REFERENCE:	NF-PC
CLIENT WEBSITE:	https://numun.fund/

About Numun Fund

Numun Fund's mission is to mobilise and redistribute diverse resources to build a growing ecosystem of feminist tech activism, strengthening the power of social justice movements and building technology for the world they want.

The Numun Fund team is currently a fairly small, interrelated, committed, and highly adept team that helps create a collaborative workspace for individual and collective accountability, creativity, and impact. The work is remote, and team members connect to workspaces online while remaining grounded in their own realities. This means that factors such as time justice, the rhythms of care, and differences in access to technology are being folded into how they work. Numun Fund is the first dedicated fund for feminist tech activism for, in and led by the Larger Majority World.



About the Role

The Programmes Choreographer supports Numun Fund's grantmaking across its full lifecycle. The role focuses on grant administration across Numun's grant streams, ensuring values-aligned, timely communication, effective processing, and administration to meet programmatic objectives.

The fund supports key aspects of grantmaking, including maintaining relationships with nodes and advisory circles, managing information systems, and coordinating calls and events.

The Programmes Choreographer works closely with Programme Weavers as part of the grants team. The role also interfaces with finance and organisational functions, working closely with the Finance Choreographer and Organisational Choreographer.



Duties and Responsibilities

Grantmaking administration

Working in close collaboration with Programme Weavers and the finance team:

- Conduct due diligence processes for grants, including sanctions checks, social media research, and reference follow-ups
- Support administrative processes for grant contracting, including document collection and verification, reference requests, and drafting support for grant agreements
- Support administrative processes for grant disbursement
- Manage and update grant and administrative trackers throughout the contracting and disbursement process
- Liaise with the Finance Choreographer and Organisational Choreographer as needed for grantmaking administration

Grant information and workspace management

- Contribute to an operating rhythm that fosters good organisational habits and rituals, including supporting information flow, trust, accountability, responsiveness, learning, and care.
- Support Programme Weavers in managing and filing grantmaking-related information spaces and documents in the relevant platforms.
- Support with the implementation and maintenance of grants management software and the integrity of data, especially managing data entry of all proposals received, grants made, reports received, and grants closed.
- Work with the Tech Weaver to ensure the security and integrity of data and workspaces in the operationalisation of related policies and protocols.

Participatory grantmaking, relationship building, learning, and impact

- Support with maintaining relationships with and facilitating connections between feminist tech communities and women, trans, and nonbinary-led groups, with an intersectional lens.
- Support Programme Weavers in the design and implementation of participatory grantmaking plans for grant streams for the full lifecycle - from development to learning.
- Support Programme Weavers in implementing LEAF (learning, evaluation, and accountability framework) plans for grant streams.
- Working with team members to ensure language justice and documentation needs are met.
- Coordinate meetings of grantmaking advisory circles, learning conversations, and other grantmaking-related meetings, including scheduling and documentation.
- Support Programmes Weaver in logistics and administration needs of grant-related events, including node meet-ups and field visits.

What Numun offers

- Work rhythm: The work is remote, and team members connect to shared workspaces online while remaining grounded in their own contexts. This includes integrating time justice, rhythms of care, and varying levels of access to technology into ways of working. Accountability, interrelatedness, impact, and well-being are key values.
- Leave: 25 days per annum, and 13 days of public holidays, plus wellness days.

Skills and Experience

- Minimum three years of experience in grantmaking administration, including undertaking due diligence in grant-making processes
- Minimum three years of experience in general administration, including using information management, filing, etc
- Excellent listening, written and communication skills, with sensitivity to cultural communication differences and the ability to communicate directly and effectively with others
- Strong organisational skills, detail-oriented with the ability to meet deadlines, manage competing priorities, and work cooperatively, effectively and accurately under pressure
- Proficiency in and enthusiasm for online technology and information management systems, with some experience in grantmaking management systems
- Strong relationship management skills, displaying an understanding of how to cultivate transparent, collaborative and equitable partnerships with all stakeholders, especially with nodes of organisers on the ground (grantee-partners).
- A high level of self-motivation and ease at taking initiative and working independently, and as part of a remote team across time zones
- Clear communicator, including good writing skills in English
- Committed to open and participatory processes
- Clear feminist politics and/or a critical understanding of systemic and structural power, particularly from a Larger World (aka Global South) standpoint.
- Curiosity and conviction in resourcing feminist movement organising, and/or feminist technology work, particularly in the Larger World.
- Ability to travel internationally.





How to Apply

Piqued your interest?

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form <https://mis.tl/cv>.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the team member selection process, please contact **Mission Talent**.

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to **Mission Talent**.



In partnership with:



MissionTalent is a women-led, multicultural executive search firm with nearly 20 years of experience serving impact-driven organisations. Rooted in lived experience across the Global South, we bring sector expertise and a values-based approach to leadership recruitment and assessment. Our work is grounded in both global insight and local knowledge, with a commitment to lasting, transformative impact.

Contact us: wewontbite@missiontalent.com

