



Numun Fund - Organisational Choreographer

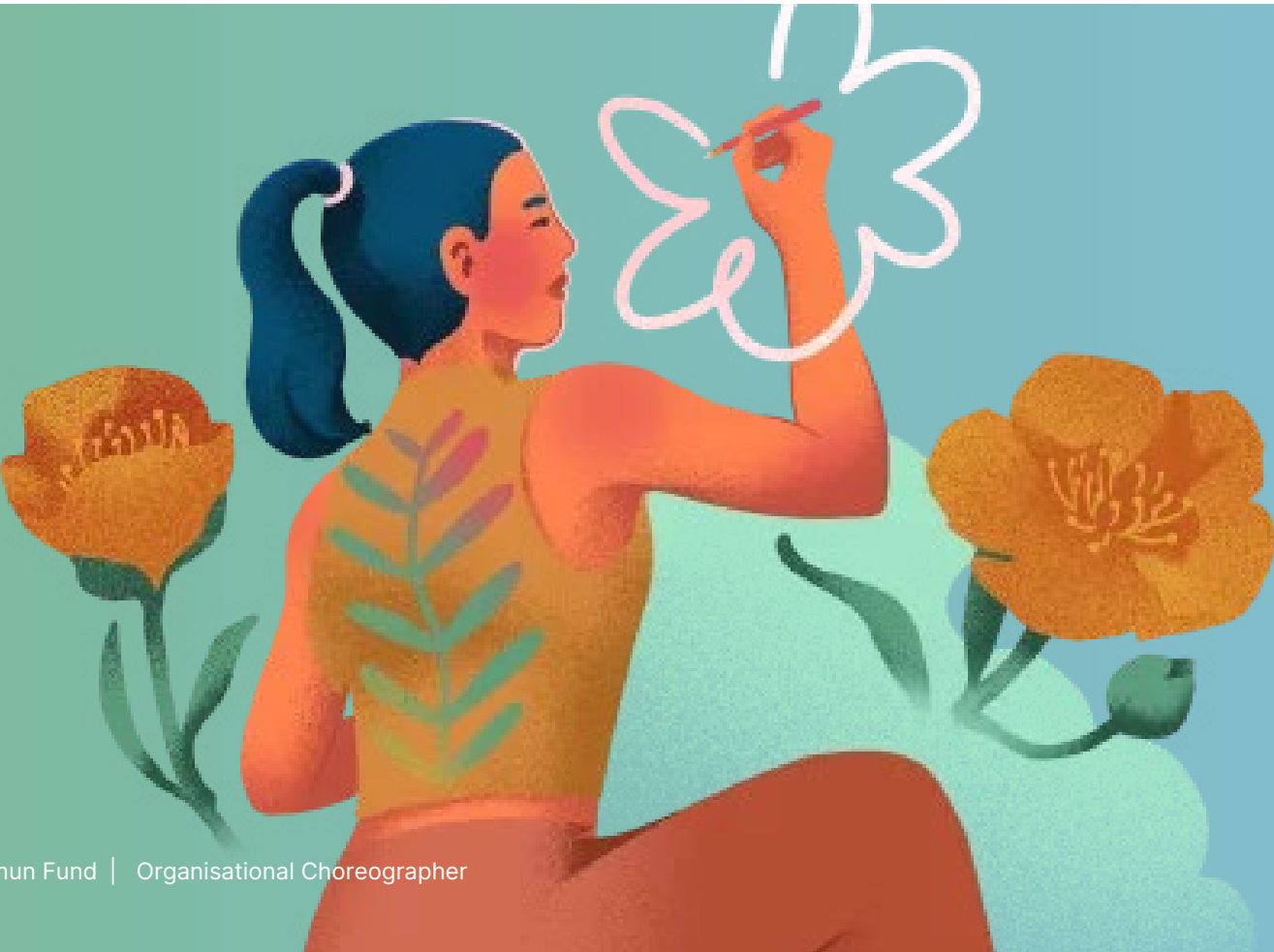
July 2026

In partnership with:



Overview

Numun Fund is a remote-first organisation advancing feminist tech activism across the Majority World. The Organisational Choreographer plays a central role in keeping the organisation connected, coordinated, and running smoothly across teams and time zones. Numun is seeking a highly organised and proactive professional with strong operational coordination experience, excellent communication skills, and a collaborative, values-driven approach. This is an exciting opportunity to help shape a care-centred organisation supporting feminist movements and social justice globally.



Details

LOCATION:	Remote (Home-based) with reliable connectivity within UTC-8 to UTC+8 time zones
CLOSING DATE:	6 July 2026
STARTING DATE:	ASAP
TYPE OF CONTRACT:	Full-time, Independent Consultant
SALARY:	USD 35,000.00 - 50,000.00 per annum, plus benefits and allowances
REFERENCE:	NF-OC
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 Organisational Choreographer supports the day-to-day coordination and operations of Numun Fund. The role helps keep organisational systems, communication, meetings, workflows, and administration running smoothly across a remote global team.

Working closely with the co-cartographers, Tech Weaver, Finance Choreographer, and Programme Choreographers, the role supports organisational planning, team administration, events, governance processes, and operational systems that reflect Numun's collaborative and care-centred values.



Duties and Responsibilities

Organisational coordination and administration

- Support organisational rhythms, workflows, and team coordination across functions.
- Manage organisational calendars, meetings, deadlines, and information flow.
- Support policy, protocol, and operational process development.
- Coordinate organisational administration, onboarding, leave tracking, and team databases.
- Support vendor and consultant coordination, contracts, invoicing, and deliverables.
- Work with the Tech Weaver to support secure and well-organised information systems and workspaces.
- Act as a key coordination point for internal and external communication and enquiries.

Team coordination and events

- Coordinate meetings and schedules across multiple time zones with attention to time justice.
- Support planning and logistics for online and in-person meetings, workshops, and team events.
- Coordinate travel logistics, calendars, and related administration.
- Manage CRM and event administration processes where needed.

Governance and leadership support

- Support co-cartographers with organisational coordination and operational follow-through.
- Coordinate logistics and scheduling for Board meetings and governance processes.
- Support the preparation of Board materials and share key updates with the wider team.

People and Culture

- Lead people and culture functions, including recruitment, onboarding, performance management, wellbeing, and staff development.
- Foster an inclusive and collaborative organisational culture through people-centred policies and practices.
- Provide HR and organisational development support, including workforce planning, change management, and team member relations.

What Numun offers

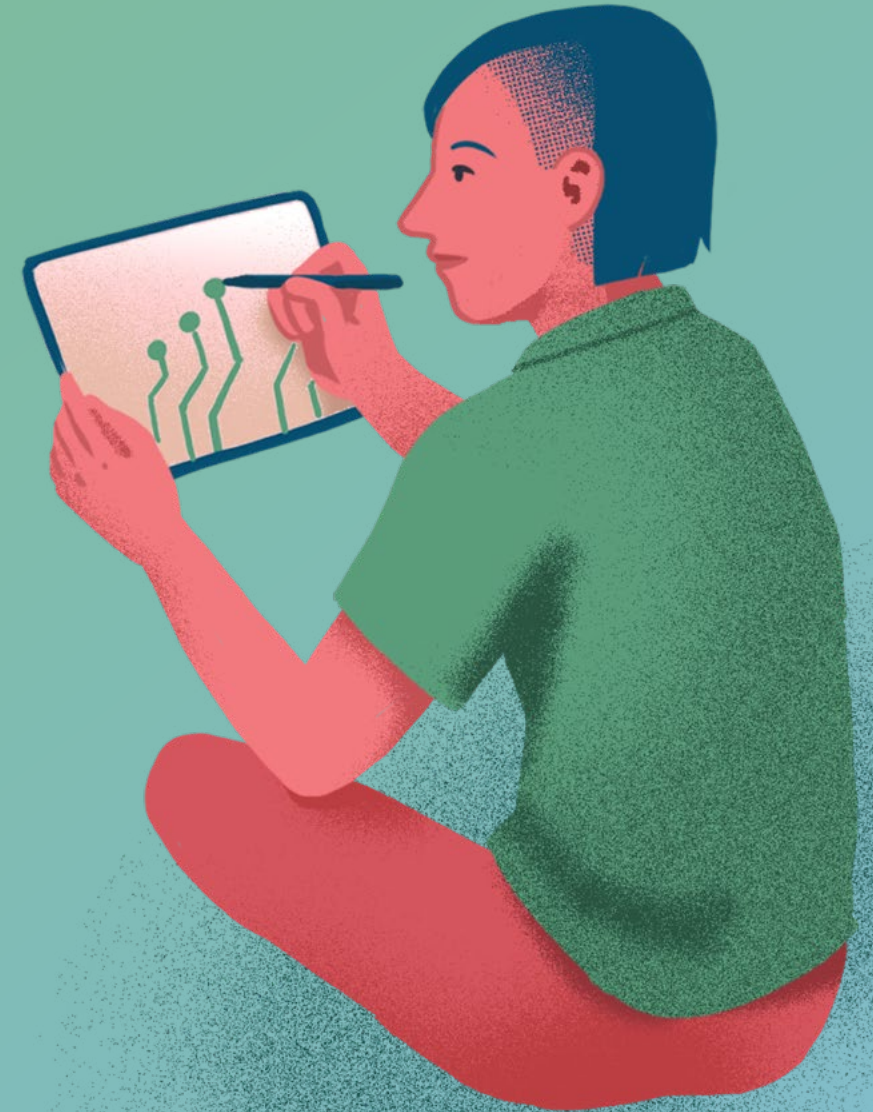
- Work rhythm: The work is remote, and team members connect to shared workspaces online while remaining grounded in their own contexts. This includes integrating time justice, rhythms of care, and varying levels of access to technology into ways of working. Accountability, interrelatedness, impact, and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

Skills and Experience

- Minimum five years of experience in operations, administration, office management, or organisational coordination.
- Strong organisational and time management skills, with the ability to manage multiple priorities.
- Experience working with remote and globally distributed teams.
- Strong communication and coordination skills, with excellent written English.
- Comfortable using digital collaboration tools, databases, CRMs, and online systems.
- Proactive, responsive, detail-oriented, and able to work independently.
- Experience coordinating meetings, events, workshops, or organisational logistics.
- Strong problem-solving skills and a collaborative working style.
- Clear feminist politics and/or an understanding of systemic and structural power, particularly from a Global South perspective.

Desirable

- Experience in philanthropy, grantmaking, or social justice organisations.
- Experience supporting governance or organisational development processes.
- Experience managing databases or information systems.
- Additional regional language skills.





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**.



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Mission Talent 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

