Programmes & Partnerships Contractor

About Accountable Now

Accountable Now (AN) is a global platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For 20 years, we have been working to shift power, champion equity, and embed Dynamic Accountability into everyday practices. Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen and embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that aligns organizational actions with their values. Accountable Now is fiscally sponsored by Accountability Lab in the United States, but our staff and interns currently are based all over the world: Germany, Kenya, the Netherlands, Nigeria, and the US.

About the Opportunity and the Ideal Candidate

Accountable Now is looking for part-time programmes and partnerships support from a thoughtful, organized, and adaptable professional. This role will support delivery across several of AN's key funder partnerships and projects, with a focus on convening, participatory funding mechanisms, and organizational capacity support. We envision this person working across a portfolio of partnerships — including our work with the Packard Foundation, Vitol Foundation, CHL, and several others— to help us deliver high-quality, embedded support to our partners and the communities they serve.

This is an ideal role for someone who enjoys collaborative, cross-partnership work, is comfortable navigating complexity, and is motivated by participatory and people-centered approaches to funding and accountability. We're open to considering candidates with a range of experience levels, as long as they bring the skills, commitment, and working style described below.

Responsibilities

Roles and responsibilities include

- Support delivery across three partnerships, broadly focused on convening, participatory funding mechanisms, and organizational capacity support.
- Provide coordination and logistical support for convenings, working sessions, and related engagements.
- Support the design and delivery of participatory grantmaking and funding mechanisms.
- Contribute to organizational capacity support efforts for partners and grantees.
- Help draft, organize, and review documents, materials, and inputs needed across the partnerships.

- Support sensemaking, learning, and documentation across complex topics and processes.
- Coordinate with internal teams and external partners for inputs, scheduling, and approvals.
- Track progress and follow-ups across partnerships, using AN's project management tools.
- Support in management of project related data, and overall organizational data especially regarding partners and Members.

Other Expectations:

- Work sensitively and effectively across cultures, time zones, and contexts.
- Update/tag content in shared folders, databases, or trackers.
- Join regular check-ins with the supervisor and other relevant AN staff.
- Solve problems proactively and creatively.
- Demonstrate team work.

Preferred Qualifications

- 3–5 years of relevant experience; open to more.
- Experience supporting convening, participatory processes, and/or grantmaking mechanisms.
- Strong organizational skills and attention to detail.
- Ability to work asynchronously and sensitively with a globally distributed team and network.
- Self-motivated, proactive, and comfortable managing your own deadlines.
- Fluent in English, both written and spoken. We have a high desire for a candidate who is also fluent in Spanish.
- Comfortable working across varied time zones.
- Ideally: Experience with civil society, philanthropy, or organizational capacity strengthening.

Key Information

Reports to: Senior Director Community, Learning and Strategic Initiatives
Location: Remote (candidates may be based anywhere.)
Contract dates: August – December 2026 (approximately 5 months), with potential for extension into next year. We will have a 60 day trial period.
Work hours: Flexible depending on home location.
Time: approximately **80–95** hours per month.
Compensation: Between $2,000 and $2,500 per month.
How to apply: Please submit a resume with a brief cover letter noting relevant experience and work style, a work sample, and two references to recruitment@accountablenow.org.

This application opens on July 16, 2026 and the first round of applicant review will start July 23, 2026. The application will remain open until a candidate has been found, with updates on AN's LInkedIn sharing if the application is still open.

Only candidates who submit complete applications will be considered. Strong candidates will be invited to a brief interview with the AN team. We regret that we are unable to provide feedback to all candidates.

AN's Values and Commitment to Equity

Accountable Now is committed to ensuring a fair and equal recruitment process, including recruiting potential staff and contractors with varied backgrounds and experiences. We actively seek and welcome applications from individuals from communities and/or whose identities have historically been underrepresented, marginalized, and/or persecuted. Accountable Now and its staff operate in line with the following organizational values:

- **Integrity**: We uphold ethical standards in everything we do, ensuring transparency, honesty, and accountability in all our interactions.
- **Humility**: We recognize that we don't have all the answers and are always open to learning from others. We embrace a culture of listening, reflection, and shared decision-making.
- **Inclusion**: We are committed to providing an inclusive space for all voices to be equally heard and raised to counter current power structures that privilege some voices over others.
- **Openness**: We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organization.