TOGETHER WOMEN RISE

Collective action for global gender equality

Title:	Featured Grants Internal Reviewer	**Status:**	Volunteer
Reports To:	CEO & Programs and Grantmaking Manager	**Location:**	Remote/Virtual
		Meeting Frequency:	Weekly
Staff Partners:	Programs and Grantmaking Manager	**Term:**	Approx. 30 Days
Department:	Grantmaking		

Organization Overview

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Position Summary

Together Women Rise is seeking dedicated and detail-oriented volunteers to serve as Featured Grants Internal Reviewers. Reviewers play a critical role in ensuring that grant applicants meet the organization's eligibility requirements and align with our mission to advance gender equality and support women and girls in the Global South.

Essential Responsibilities

Internal Reviewers are responsible for conducting an initial screening of grant applications to determine whether organizations meet Together Women Rise's required criteria. This process ensures a fair, consistent, and efficient review pipeline for all applicants. **Reviewers must maintain strict confidentiality and may not share application materials, organizational information, or review discussions with anyone outside of Together Women Rise staff and assigned Internal Reviewers.**

Membership Requirement

All Featured Grants Internal Reviewer volunteers must be current donating members of Together Women Rise, making an annual financial contribution to the organization. This requirement helps ensure that volunteers are personally invested in Rise's mission and grantmaking approach.

Volunteer Duties May Include:

- Reviewing assigned grant applications (up to 100 applications per reviewer) through our online portal
- Assess each application against a standardized eligibility checklist
- Determine whether each criterion is met using clear, objective guidelines
- Provide brief, clear comments summarizing key observations
- Identify any red flags, inconsistencies, or areas requiring clarification
- Escalate unclear or borderline cases to staff for further review
- Participate in discussions or check-ins with staff and fellow reviewers
- Maintain discretion, consistency, and fairness across all applications

Skills and Attributes:

- Required: Current donating member of Together Women Rise, with an annual financial contribution to the organization.
- Strong commitment to global gender equity and the empowerment of women and girls.
- We welcome volunteers from a wide variety of academic and career backgrounds. What matters most is a solid working knowledge of gender equality issues and the challenges facing women and girls globally.
- Prior experience in grantmaking, philanthropy, nonprofit leadership, or grant writing preferred.
- Thoughtful, collaborative, and detail-oriented.
- Reviewers are expected to disclose any real or perceived conflicts of interest, including personal, professional, or financial relationships with an applicant organization. If a conflict of interest is identified, the reviewer will be reassigned and should not participate in the review of that application.

Time Commitment:

- Estimated 15-20 minutes per application
- Total time commitment varies based on number of assigned applications (typically 15-40 hours over the review period)

- Participation in a volunteer orientation and a 45-minute training session required

COMPLETE AN INTEREST FORM