

**URGENT  
ACTION  
FUND**  
FOR WOMEN'S  
HUMAN RIGHTS

**POSITION: BOARD OF DIRECTORS AND EXECUTIVE COORDINATOR  
REPORTS TO: EXECUTIVE DIRECTOR**

**The Organization: Urgent Action Fund for Women's Human Rights**

Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports the urgent needs of courageous women, trans and gender non-binary human rights defenders around the world in times of crisis or opportunity. Our model protects and advances the civil, political and social rights of women and LGBTQI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTQI movements. Founded in 1997, UAF is a member of a network of four independent "Sister Funds" that collectively support frontline women's rights activists around the world. UAF's work within this network centers on support for feminist activists and social movements in the Middle East, the Caucasus, Europe and Central Asia, United States and Canada.

**The Position: Board and Executive Coordinator**

The Coordinator will support the smooth functioning of UAF's Board of Directors and provide administrative support to the Executive Leadership at Urgent Action Fund. For the Board, the Coordinator will be responsible developing and maintaining an up-to-date calendar of meetings, working with the Executive Director and Board Chair to ensure agendas are developed and board committees run efficiently and effectively, minutes are kept, deadlines are met, and follow up is consistent. For the Executive Leadership (Executive Director and Deputy Executive Director), the Coordinator will be responsible for all administrative support including calendaring, meeting notes, memos, and logistical support. This position reports to the Executive Director.

An ideal candidate will fulfil the following responsibilities and qualifications:

**CORE RESPONSIBILITIES**

- **Drive board functioning** – through consistent support of the board's functioning, including assisting the Chair and Executive Director in developing agendas for three meetings per year, compiling, editing, and publishing the board book for each meeting, taking or editing meeting minutes, and coordinating all meeting logistics. Codify board policies and any changes to policies and ensure smooth implementation and compliance.
- **Support board committees and members** – codify committee purposes, membership, and working agreements. Support committee chairs in developing agenda, tracking action items, and ensuring, follow through.

- **Support board member engagement** – identify opportunities for board members to be ambassadors of UAF’s work. Support board members in connecting with one another and with UAF’s work through specific projects, and provide recommendations to Chair and ED to this effect.
- **Support administrative needs of Executive Leadership** – coordinate meeting scheduling, keep meeting notes and support follow through on meeting action items. Prepare memos and presentations for different internal and external audiences. Book travel, track, and submit expenses. Conduct comprehensive and project-based research to assist executives in performing specific functions, including briefing materials for external stakeholders
- **Support administrative needs of Management Team** – execute meeting logistics (virtual or in-person), including work with vendors and consultants, take notes, distill action items and ensure follow-through. Perform other administrative tasks for Directors, as requested.

## **PRIORITIES 2022**

- For the UAF Board, review governance consultant policy recommendations and devise an implementation plan, including codification of new policies.
- Work with Board Chair and ED to develop a board calendar and workplan for 2023, including meeting dates, topics for discussion.
- Work with Board Committee Chairs and ED to develop committee charters, working agreements and workplans.
- Systematize board documentation, including minutes, board member profiles, tenures, and other information.
- Develop administrative systems to support Executive Leadership.

## **QUALIFICATIONS/REQUIREMENTS**

### ***Areas of Expertise***

- A demonstrated commitment to the values and mission of Urgent Action Fund
- A minimum of five years administrative experience, preferably in the non-profit or social justice sector
- A proven track record of supporting boards, management, or other coordinating or governing bodies.
- Demonstrated ability to organize and maintain administrative systems, and to create and maintain accurate and complete records.
- Bookkeeping experience helpful, or ability to understand and utilize systems for managing financial transactions, donations, and vendor records; and ability to enter information accurately and efficiently.
- Proficiency in technological platforms - Microsoft Office Suite and Google applications, cloud-based document storage systems, project management software (e.g. Asana) experience with and/or knowledge of donor management databases (e.g. Salesforce, Little Green Light).

### **Skills**

- Administration and project management – high degree of organization, ability to keep groups and individuals on task, and support successful execution and follow-through of meetings by documenting and creating action plans.
- Strong communication skills, including the ability to listen actively and speak clearly; to read and comprehend a variety of communications and resources; to write clearly on administrative and other matters; and to summarize and communicate information efficiently and accurately.
- Problem-solving – including thinking ahead to identify opportunities and propose solutions and knowing when to seek input and when to make independent decisions.
- Collaboration and diplomacy – ability to build rapport with others, especially in senior positions, and Relationship building – with donors, peers, and staff. Patient, discreet, and able to maintain confidentiality.

### **Work Expectations**

- Ability to travel domestically and internationally as required
- Comfort with working across cultures and time zones

### **COMPENSATION**

This position is full time (32 hours per week as UAF has a 4-day workweek) and is exempt. This position is remote, with a preference for candidates who can work during ET hours and could relocate to New York should in person work resume.

UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the role is \$73,591 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and competitive PTO package).

### **HOW TO APPLY**

Please email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to their references) to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org), with “Board and Executive Coordinator” in the subject line. This position will be open until filled and we encourage candidates to submit their materials as soon as possible. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume reviews begin immediately and only applicants selected for an interview will be contacted. No phone calls please.

*Urgent Action Fund is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant*

*pool. No relocation costs will be covered for this position. Applicants must be eligible to work in the United States.*