

URGENT ACTION FUND

FOR WOMEN'S HUMAN RIGHTS

Scope of Work for UAF Grants Coordinator Consultant

About Urgent Action Fund (UAF)

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-conforming human rights defenders around the world in times of crisis and opportunities. Our model protects and advances the civil, political, and social rights of women and LGBTI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTI movements. Founded in 1997, Urgent Action Fund has grown from a single organization into a network of four independent [Sister Funds](#) that collectively support frontline women's rights activists around the world. With annual revenue of US\$7 million, UAF's work within this network centers on support for activists and social movements in the Middle East, the Caucasus, Europe, Central Asia, the United States and Canada.

Consultancy Scope

UAF seeks a consultant to temporarily assist our Grants Officer and grantmaking Program Officers by supporting the coordination of our grant administration processes. The consultant will do the following:

- Understand UAF's mission, programs, goals, and grantmaking criteria and processes to effectively support the implementation of our grantmaking strategy.
- Coordinate the grantmaking process, including reviewing and vetting requests for eligibility based on UAF criteria, conducting due diligence, and entering grant information into the database.
- In collaboration with grantmaking Program Officers and the Grants Officer, ensure that all grants documentation is recorded accurately and in compliance with grantmaking policies and procedures
- Support the implementation of the grantmaking system (database, tracking tools) and procedures, including preparation of relevant grant documents and reports and database cleanup.

- Offer external technical assistance to applicants, grantees, and advisors on how to access and navigate UAF's portal.
- Support the maintenance of the grantmaking inbox and other communications platforms.

Qualifications

- Passionate about UAF's mission, committed to teamwork and achieving results.
- A demonstrated commitment to gender justice and/or social justice.
- Minimum of 3-5 years of experience within the NGO/philanthropic sector, or related field.
- Knowledge and familiarity with grantmaking processes and procedures preferred.
- Ability to thrive in a fast-paced environment managing competing priorities and reprioritizing tasks as needed.
- Detailed knowledge of and demonstrated proficiency in Microsoft Office and Google applications, including Word, Excel, PowerPoint and Google Drive, Sheets, Docs, and Slides.
- Close attention to detail and accuracy; personal initiative; reliability, flexibility and follow-up.
- Excellent interpersonal skills and ability to build relationships with individuals with diverse personalities and styles, and at different levels of seniority; ability to manage communications tactfully and professionally.
- Salesforce proficiency required
- Exceptional written and oral communication skills in English and knowledge of Arabic preferred.

Duration: Until December 31, 2022 (required ability to commit to this duration)

Hours: 16 to 20 hours a week (will need to work 2 hours per day on Friday - Saturday to process grant requests that are submitted while the office is closed)

Location: Remote (the equivalent of 9 am -1 pm Eastern Daylight Time (EDT) or 7 am - 11 am Pacific Daylight Time (PDT) preferred)

Compensation: \$45/hour.

*UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a

negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The Consultant is an independent contractor and is not an employee of Urgent Action Fund. The consultant shall not be eligible for any benefits paid or otherwise afforded to employees of Urgent Action Fund

Supervision: Reports to the Grants Officer (based in San Francisco)

To Apply:

- Contact: consultants@urgentactionfund.org
- Email a cover letter and resume; please write "Grants Admin UAF Consultant YOUR NAME" in the subject heading.
- Deadline: Apply by 4/8/22