

# URGENT ACTION FUND

## FOR WOMEN'S HUMAN RIGHTS

### Development Operations Coordinator

**About Us:** Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports courageous women and transgender human rights defenders (WHRDs) around the world. 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, anti-corruption, 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. UAF's work within this network centers on support for activists and social movements in Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Turkey, Russia, Canada, and the United States.

**Position Description:** The Development Operations Coordinator manages the activities (including gift entries, donor acknowledgments, reporting, and donor data & grant management) of our development, fundraising, and partnerships systems. They will provide administrative services, systems management, and ensure seamless daily operations of all processes. They will coordinate closely with the organization's Operations & Finance officers and works closely with the Philanthropic Engagement Officer and the Communications Coordinator, and reports to the Director of Partnerships.

The ideal candidate is a systems thinker who can process information analytically – and is interesting in applying those strengths to help create a deeper, evidenced-based model of fundraising, development, and philanthropy.

#### Core Responsibilities:

#### Development Operations Support (primary)

- Serve as lead staff managing the constituent/donor software program.
- Manage all data entry, including gift recording and coding, and constituent records upkeep and maintenance.
- Manage gift tracking, including pledge records and invoices.
- Generate acknowledgments and receipts of all contributions in a consistent and timely manner.
- Maintain and update donor relations resources & other collateral as needed.
- Ensure accurate record-keeping of fundraising data and coordinate reconciliation with financial and programmatic systems.
- Write and revise development operations processes and database procedures (as needed.)
- Responsible for upholding best practices in project & data administration
- Develop custom reports and provide analysis.
- Support logistics and project management for all fundraising campaigns.

[www.urgentactionfund.org](http://www.urgentactionfund.org)

660 13<sup>th</sup> Street, Suite 200 | Oakland, CA 94612 USA | 415.523.0360

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### Donor Cultivation & Engagement (secondary)

- Work with Director of Partnerships, Development & Communication staff to support the execution of all supporter and prospect communications as planned for the year, which may include appeals (direct and virtual), online newsletters, annual reports, e-blasts, graphic designs, etc.
- Help coordinate fundraising or cultivation events as planned for the year.  
Responsibilities can include:
  - Assist in planning event logistics, participating and delegating to event committee
  - Help prepare all written material for events; can include invitation production, emailing or mailing, managing RSVP database
  - Create flyers, signage, program booklets, or any other printed material as needed
  - Serve as communications support for community events, rallies, etc.

### Core Capacities:

- Works highly collaboratively to secure input from and coordinate the efforts of multiple stakeholders including internal staff and external consultants.
- Works with attention to detail and sensitivity to confidential information.
- Enjoys forming new relationships that connect others to Urgent Action Fund.
- Enjoys working with diverse individuals and groups.
- Proactive problem-solving abilities: a highly driven, energetic, detailed person who enjoys a small company atmosphere with lean staffing, has the ability to wear a number of different hats.

### Qualifications/Requirements:

- Experience with basic data management concepts (via database, excel, other)
- Some experience in nonprofit development & fundraising - but more importantly an interest in building skills in the field based on data informed, evidence driven frameworks.
- A desire to work with a community-centric model of development & fundraising
- Experience/facility with writing and editing in a variety of formats.
- Experience in gender justice, human rights, and/or related movements.

### Job Specifics & Work Environment:

This position is full-time and is exempt. Position pay range is \$65,000 - \$70,000, depending on qualifications and experience, and includes a strong benefits package.

***Note: This position will be remote during the COVID-19 pandemic, with a preference for being based in the San Francisco Bay Area long-term. Interviews will be conducted remotely.***

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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 factor. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant pool. Authorization to work in the United States is required.

**How to Apply:** Please submit cover letter and resume to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org), with "Development Operations Coordinator" in the subject line. Cover letters may be addressed to the hiring manager: Theory Chan, Director of Partnerships (she/her). Applicants must be eligible to work in the United States. The position is open until filled. No phone calls please.

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