

# URGENT ACTION FUND

## FOR WOMEN'S HUMAN RIGHTS

### Call for Consultant to Coordinate Grants Administration

#### **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 an 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 coordinate our grant administration processes while our Grants Officer is out of the office. The consultant will do the following:

- Understand UAF's mission, programs and goals to effectively implement 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.
- Ensure that all grants information is recorded accurately
- Support the implementation of the grantmaking system (database, tracking tools) and procedures, including preparation of relevant grant documents and reports and database cleanup.

#### **Qualifications**

- Passionate about UAF's mission, committed to teamwork and achieving results.
- A demonstrated commitment to gender justice and/or social justice.

- Knowledge and familiarity with grantmaking processes and procedures preferred.
- Minimum of 3-5 years of experience within the NGO/philanthropic sector, or related field.
- Detailed knowledge of and demonstrated proficiency in Microsoft Office and Google applications, including Word, Excel, PowerPoint and Google Drive, Sheets, Docs, and Slides.
- Salesforce proficiency required
- Ability to thrive in a fast-paced environment managing competing priorities and reprioritizing tasks as needed.
- 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.
- Close attention to detail and accuracy; personal initiative; reliability, flexibility and follow-up.
- Exceptional written and oral communication skills in English (knowledge of Arabic, Russian and/or Turkish is a plus)

**Duration:** June 28<sup>th</sup> to August 9<sup>th</sup>, 2021 (required ability to commit to this duration)

**Hours:** 15-20 hours/week (will need to work 1 hour per day on Friday - Saturday to process grant requests that are submitted while the office is closed)

**Location:** Remote (the equivalent of 9am-1pm Eastern Daylight Time (EDT) or 7:30am - 11:30am Pacific Daylight Time (PDT) preferred)

**Compensation:** \$35/hour. 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 Director of Programs (based in New York)

**To Apply:**

- Contact: [consultants@urgentactionfund.org](mailto:consultants@urgentactionfund.org)
- Email a cover letter and resume; please write "Grants Coordination UAF Consultant YOUR NAME" in the subject heading.
- Deadline: May 28th, 2021