

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

POSITION ANNOUNCEMENT:

PROGRAM OFFICER, US/Canada

REPORTS TO: DIRECTOR OF PROGRAMS

LOCATION: Remote with preference for candidates in New York, NY or on Eastern Time (ET)

CLOSING DATE: October 13, 2021

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 LGBTI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTI 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: Program Officer

Urgent Action Fund is seeking a Program Officer to be part of the Programs team, which implements the organizational grantmaking, advocacy, and learning and impact strategies. The Program Officer will work to design and implement UAF's grantmaking strategy in the US/Canada and in collaboration with the Director of Programs and other Programs team colleagues provide thought leadership for UAF's growing environmental and climate justice body of work. They will act as a collaborator and thought-partner by offering country, regional, issue and other expertise to inform the broader Programs team strategy while at the same time obtaining input and ideas from colleagues to inform their own projects and strategies. Additionally, they will provide information and analysis for Development proposals and relevant reports and insights on UAF's work and that of its grantees.

CORE RESPONSIBILITIES

Rapid Response Grantmaking

- Review and evaluate incoming rapid response grant proposals
- Seek endorsements and communicate with advisors on grant proposals
- Write grant reports and analyses of key trends
- Support the preparation of the programs budget

- Contribute to administrative duties within the Programs team including database management and grants administration

Outreach and Strategy

- Identify and maintain working relationships with key country advisors
- Develop and implement strategic grantmaking priorities for the US and Canada
- Conduct assigned regional outreach and relationship building with advisors and grantees.
- Keep abreast of major developments and events in regional areas of responsibility and of issues related to gender justice, women, trans, and gender non-binary human rights defenders, women's funds, and philanthropy
- Attend/participate in strategically important working groups, meetings, conferences, and convenings to share learning with relevant stakeholders
- Contribute to the implementation of the advocacy, monitoring, evaluation, and learning, and movement building strategies including managing projects and initiatives across thematic areas

Communication and Representation

- Create connections between grantees and movement allies, peers, and other funders
- Develop program content for UAF website and social media channels as requested
- Represent UAF at public events, conferences and/or on social media platforms
- Represent UAF within consortiums, partnerships, and networks that UAF is engaged in and in the larger philanthropic sector
- Plan and conduct travel and other outreach activities as assigned

Teamwork

- Work in collaboration with other Programs team staff and UAF teams, including Development/Communications, and Finance/Operations as needed
- Represent the Programs team at UAF Board meetings as necessary
- Contribute to the overall health and growth of the organization

CAPACITIES

- Shares UAF's values: integrity, feminisms, wellbeing, justice, courage and mindful engagement
- A critical understanding of and deep commitment to feminism, social justice, and human rights issues facing women, trans, gender non-binary, and intersex people
- Is emotionally intelligent, comfortable working across cultures and time zones, team-oriented and works collaboratively and respectfully with multiple stakeholders including UAF staff, partners, and external consultants
- Takes initiative, shows resourcefulness and has strong critical thinking, multi-tasking, and problem-solving skills
- Able to thrive in a fast-paced environment managing competing priorities and reprioritizing tasks as needed
- Works methodically with attention to detail and sensitivity to confidential information and security concerns
- Is able to receive and act on constructive feedback and demonstrates robust interpersonal skills
- Thrives in a small team environment with a highly participatory and consensus-driven culture

QUALIFICATIONS

- Familiarity with the historical, social and political context of the US/Canada from an intersectional gender justice lens
- Minimum of 3-5 years of grantmaking, movement building or activism experience in the US/Canada
- Knowledge and familiarity with grantmaking processes and procedures
- Subject expertise and past activism and/or lived experience related to environmental and climate justice, racial justice, or disability justice preferred.
- Detailed knowledge of and demonstrated proficiency in Microsoft Office Suite and Google applications for example Word, Excel, PowerPoint, and Google Drive, Sheets, Docs, Slides
- Exceptional written and oral communication skills in English, Spanish proficiency preferred, and an ability to distill complex and detailed information into an accessible and approachable writing and verbal communication style
- Practical expertise in project management and movement building
- Ability to travel domestically and internationally as required
- Experience with and/or knowledge of grantmaking databases, Salesforce preferred

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 are on ET and could relocate to New York should in person work resume. Annual salary is \$79,550 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, with "Program Officer, US/Canada" in the subject line, on or before October 13, 2021. 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 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.