

# URGENT ACTION FUND

FOR WOMEN'S  
HUMAN RIGHTS

## Director of Finance and Operations

Remote with a preference for candidates in New York, NY

### EXECUTIVE SUMMARY

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**Urgent Action Fund for Women's Human Rights (UAF)** – a rapid response grantmaking organization – supports courageous women and transgender human rights defenders around the world. UAF's 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, UAF 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.

At a critical moment in time for the world, UAF is seeking a **Director of Finance and Operations** to manage the finance, accounting, operations, and human resources responsibilities for the organization. While leading a small team, the Director will play a key role in managing and directing the finance and accounting operations of a dynamic and growing international non-profit organization, including government funding reporting and international audits; non-profit law and accounting principles; presenting financial data and its implications clearly and succinctly to management, board, funders, and staff; training, managing and supervising staff and consultants; planning, forecasting and budgeting, including for multi-organization consortia; human resources best practices and employment law in the U.S.; institutional records management and remote operations management; and IT systems management with a high degree of digital security.

Reporting to the Executive Director, the Director of Finance and Operations will supervise UAF's Operations, Human Resources, and Finance/Accounting staff. Additionally, the Director will work closely with UAF's financial management consultant. Candidates for this role will bring strong leadership and management abilities as well as technical expertise, practical knowledge, strategic thinking, and problem-solving skills in the areas of finance, human resources, organizational development, IT and systems development, and administration functions.

### ORGANIZATIONAL OVERVIEW

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#### History

In 1997, activists from around the world said they needed a Fund that provides grants quickly and with very little bureaucracy in order to respond to critical human rights situations. Most funders required several

months to process a grant request, but many interventions have only a small window of opportunity in which they could be effective.

Today, with a staff of 20 and an annual budget of \$10 million, UAF is seen as a feminist fund that protects, strengthens, and sustains women and transgender human rights defenders at critical moments. UAF intervenes quickly when activists are poised to make great gains or face serious threats to their lives and work. UAF responds to requests from women's human rights defenders within 72 hours with the goal of having funds on the ground within 1-7 days.

UAF builds the resilience of women's rights and LGBT rights movements in three ways:

- **[Rapid Response Grantmaking](#)**: UAF awards rapid response grants to women and transgender human rights defenders in Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Russia, Turkey, the United States, and Canada. Activists apply for grants of up to \$8,000 USD in any language on any day of the year and are guaranteed a response within 72 hours.
- **[Advocacy & Alliance-Building](#)**: UAF leverages the power it has as a funder to advocate for women and transgender human rights defenders.
- **[Global Consortium of Urgent Action Funds](#)**: UAF is one of four Urgent Action Funds. Together with these sister funds: [Urgent Action Fund-Africa](#), [Urgent Action Fund-Latin America](#), and [Urgent Action Fund-Asia Pacific](#), they collectively support gender justice and human rights movements globally.

### **Sister Funds**

Urgent Action Fund is led by activists, rooted in feminism, and strengthened through solidarity. We believe that the best way to support activists seeking to effect systemic change is to adopt a flexible, participatory, grantmaking approach that supports the creativity and vision of grassroots leaders and a diversity of tactics. This is because grassroots activists are constantly devising new methods for creating change. Flexible grantmaking allows activists to innovate and respond to unanticipated situations as they arise.

UAF is proud of its unique Sister Fund model and believes it is one of the organizations greatest strengths. Each organization is autonomous and handles grantmaking and fundraising for its particular region. It is through these deep, sisterly relationships that the UAFs practice sharing power, challenge hegemony, and collaborate on advocacy, strategy, and fundraising while adapting to the unique circumstances in different regions of the world.

### **Mission and Values**

Urgent Action Fund partners with women's movements worldwide to support women's human rights defenders striving to create cultures of justice, equality, and peace.

- **Justice**. We work towards a world in which all human rights, including women's and trans people's rights, are upheld and regarded as equal. We are committed to removing systemic barriers that WHRDs and THRDs face in their fight for justice. We apply a human rights and social justice lens to all aspects of our work by focusing on particularly marginalized groups and critically analyzing unequal power structures and how they operate.
- **Feminisms**. We recognize and respect a multiplicity of feminist traditions and affirm diverse approaches to achieving equality for all genders. We honor local wisdom and self-led activism. We commit to addressing challenges faced by feminist movements and human rights defenders, while holding space for authentic discussions that build our collective learning.

- **Courage.** We proudly support activists who raise critical issues and work on dismantling patriarchal, racist, capitalist, and other oppressive agendas. We stand with activists and join our voices to theirs in philanthropic and advocacy spaces. We respond immediately to the pressing needs of activists and movements and bring gendered perspectives to all platforms.
- **Integrity.** We value integrity, which includes the practices of transparency, honesty, reliability, and accountability—especially in challenging moments. We think critically and actively listen to grantees, donors, advisors, partners, and movement allies, with whom we build relationships based on mutual respect and trust. We learn and grow from their constructive feedback.
- **Mindful Engagement.** Conscious of the exploitive history and present reality of resource accumulation, we fund activists and connect them with resources in ways that upend rather than reinforce traditional power dynamics and empower marginalized voices. We trust the leadership of local activists and their lived resilience.
- **Wellbeing.** We promote holistic care within our institution and in activist spaces. We understand that self-care is an important political tool in our ability to fight for justice. For us, the practice of wellbeing, both individually and collectively, is a central tenet to sustaining feminist movements.

## ROLE AND RESPONSIBILITIES: DIRECTOR OF FINANCE AND OPERATIONS

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The Director of Finance and Operations will, first and foremost, bring a passion for UAF's mission and impact. Leveraging nonprofit operational, administrative, fiscal, and talent management experience, the Director will play a crucial role in the following areas at UAF:

### Organizational Leadership

The Director will directly supervise a staff of three to five across finance, operations, and human resources. A strong people leader, the Director will also support growth across the team in terms of both recruiting and retaining new staff and providing professional development for existing staff. Additionally, the Director will be a member of UAF's five-person management team and participate in collective decision making around organizational policies, employee engagement, organizational culture, and staff development. The Director will also be the primary financial and administrative liaison with the Board of UAF.

### Financial Management

The Director will oversee UAF's financial policies and monitor compliance across the organization, updating these policies as needed. The Director will foster better understanding, support, and utilization of the organization's finances and associated policies and systems. Other financial responsibilities include:

- **Accounting & Bookkeeping:** Oversee full range of accounting processes, including restricted funds tracking, reconciliations, payment procedures, and all bookkeeping entries; troubleshoot and provide staff support in the use of NetSuite, bill.com, and other financial systems.
- **Financial Reporting:** Manage internal and external financial reporting to 20+ funders annually, including complex government funding sources and collective grants with other organizations.
- **Budgeting:** Prepare and track annual budget, departmental budgets, and cash flow projections, applying feminist budgeting principles in alignment with UAF's values.
- **Audit and Nonprofit Compliance:** Lead annual audit process, 990, 1099 filing, and other federal and state compliance requirements for nonprofits.
- **Investment Management:** Serve as administrative lead and manage quarterly reporting for collective investments shared between a consortium of four organizations, and maintenance of investment policy.

## Human Resources Management

The Director will also be responsible for managing Human Resources within UAF. The Director will review and update UAF's personnel policies to maintain compliance with state and local labor laws, ordinances, and UAF's own employee handbook. Other HR duties include:

- **Compensation and Performance:** Perform regular evaluations of salary bands, ensuring equity and progressive feminist practices regarding compensation; manage employee performance tools and practices.
- **Human Resources Compliance:** Manage UAF's compliance with all applicable local and federal nonprofit organizational and employer requirements, including required insurance, state and federal leave policies, anti-harassment training, and other human resources trainings.
- **Benefits and Payroll Administration:** Oversee employee recruitment and onboarding, maintenance of personnel files, health and wellness benefits, employee timesheets and time off accruals, payroll processing, consultant contracts, and Employee Handbook policies.

## Operations Management

The Director will also manage operational areas for UAF. This includes support in the areas of scheduling, systems management, inventory, and security. Once offices reopen, this will include office management responsibilities. Operational duties include:

- **Office Management:** Oversee offices in New York and California, and potentially other future locations, including interface with landlords, lease compliance, equipment maintenance, sub-tenant relationships, inventory, and space improvements.
- **Risk Management:** Maintain risk inventory, risk management plan, and compliance with all operational policies.
- **Meetings and Scheduling:** Oversee scheduling of larger organization meetings and provide support through other scheduling tools.
- **Organizational Records and Filing:** Manage UAF's organization-wide digital filing system, including application of document retention policies.
- **Systems Management:** Manage UAF's cloud systems and troubleshoot IT issues.
- **Digital Security:** Research and continuously adapt UAF's digital security practices.

## CORE CAPACITIES AND QUALIFICATIONS OF THE IDEAL CANDIDATE

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While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

### Core Capacities

- Committed to the values and mission of Urgent Action Fund
- Able to work in an engaging, authentic, and collaborative manner with multiple stakeholders, including the staff, Board, funders, grantees, consortium partners, and Sister Funds.
- Have a high degree of professionalism and optimism.
- Adept at working effectively in a team/networked environment through the development of excellent relationships with remote colleagues, all teams at UAF, vendors, consultants, and staff at affiliated organizations.
- Skilled at explaining complex financial and compliance procedures in a transparent, accessible and individualized way.

- Able to manage multiple competing deadlines and prioritize commitments across a wide range of responsibilities.
- Clear communication around decision-making and ability to integrate collective input in all processes.
- Growth mindset with ability to adapt to changing circumstances quickly.

#### Qualifications

- 7+ years of progressively responsible experience managing finance, accounting, human resources, and operations in a non-profit setting.
- 3+ years of experience managing teams.
- Skilled in the use of online accounting software; experience with NetSuite a plus.
- Skilled in the use and management of payroll and time tracking software.
- Excellent interpersonal and quantitative analysis skills.
- Excellent communication skills, including the ability to present financial information effectively to board, non-financial staff, and community.
- High level of discretion, integrity, and executive judgment in difficult and/or complex organizational decisions.

#### COMPENSATION AND BENEFITS

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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 in or could relocate to New York, New York should in-person work resume. Annual starting salary is \$145,000 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).

#### TO APPLY

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More information about **Urgent Action Fund** may be found at: [urgentactionfund.org](http://urgentactionfund.org)

This search is being led by [Whitney Herrington](#), [Emily Wexler](#), and [Sarah Hecklau](#) of NPAG. Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#).

***Urgent Action Fund is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a practice does not negotiate starting salary once an offer is made.***

***Authorization to work in the United States is required.***