

# URGENT ACTION FUND

## FOR WOMEN'S HUMAN RIGHTS

**POSITION ANNOUNCEMENT:** SENIOR DEVELOPMENT OFFICER  
**REPORTS TO:** DIRECTOR OF PARTNERSHIPS  
**LOCATION:** REMOTE

**CLOSING DATE:** OPEN UNTIL FILLED

### **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, and the United States and Canada.

### **The Position: Senior Development Officer**

As part of the external fundraising team, the Senior Development Officer leads and strengthens the design and implementation of UAF's resource development work in alignment with the principles of just and community centric philanthropic frameworks.

In coordination with the Director of Partnerships, the SDO will be responsible for developing, cultivating, and maintaining strong relationships, primarily but not exclusively, with individual donors, foundation partners, professional advisors, and other representatives to engage individuals, foundations, and corporations in charitable giving, and to help drive revenue opportunities for Urgent Action Fund.

### **CORE RESPONSIBILITIES:**

- Help design and manage philanthropic engagement strategies to further UAF's goals, mission, and vision with individual, institutional, and government funders
- Manage cultivation, solicitation, and stewardship plans and activities for all donors.
- Help identify, develop, and drive revenue opportunities
- Hold a portfolio of individual, institutional, and government funders for stewardship, cultivation, and fundraising

#### Annual Giving: Individuals:

- Help design and manage prospect research, moves management, and portfolio management processes
- Manage a personal portfolio of donors, building close relationships and soliciting annual, multi-year, and planned gifts

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

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- Design and manage a portfolio management process for volunteers, board, and staff to build close relationships and solicit annual, multi-year, and planned gifts
- Support the design and implementation of individual giving strategies
- Project lead all individual giving campaigns & appeals

### Annual Giving: Institutions:

- Support and maintain grants management processes and projects, including ensuring deadlines are met for proposals, reporting, and renewals
- Identify, research, and maintain process and outreach to prospective funders

### Development Operations:

- Manage and lead the development of donor resources and communication materials
- Support and guide Development Staff's donor operations processes
- Identify and execute strategies for prospect research and moves management
- Liaison to external internship program - managing intern projects

### 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:

- Minimum of 4-7 years of relevant experience in fundraising, nonprofit development, or resource mobilization
- Knowledge and familiarity with fundraising and grant seeking processes and procedures
- Subject expertise and past activism and/or lived experience related to environmental and climate justice, racial justice, or disability justice preferred

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- Experience in navigating fundraising platforms (CRMs, Stripe Payment Processing, Fundraising portals and platforms) and an ability to apply functional use to new tools
- 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 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 constituent engagement
- Experience with and/or knowledge of fundraising principles, practices and frameworks.
- Ability to travel domestically and internationally as required

### 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 in or could relocate to New York, New York should in-person work resume.

UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the Senior Officer role is \$94,950 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](mailto:employment@urgentactionfund.org), with "Senior Development Officer" in the subject line. This position will be open until filled and we encourage candidates to submit their materials as soon as possible. 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 factors. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant pool. No relocation costs will be covered for this position. Applicants must be eligible to work in the United States.*

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