POSITION ANNOUNCEMENT: PARTNERSHIPS MANAGING OFFICER
REPORTS JOINTLY TO: CO-LEAD OF UAF ASIA & PACIFIC AND EXECUTIVE DIRECTOR OF UAF
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: Partnerships Managing Officer
Working with the Urgent Action Funds across the world and housed at UAF in the US, the Partnerships Managing Officer is responsible for raising the profile of the UAF Sister Funds and developing resourcing partnerships for their collective work. In addition, the Partnerships Managing Officer manages other international consortium partnerships in which UAF is engaged.

Reporting to the Co-Lead of UAF Asia & Pacific and the Executive Director of UAF, the Partnerships Managing Officer coordinates their work with the UAF Sister Funds Coordinator (based at UAF A&P) and the Development and Communications team at UAF.

CORE RESPONSIBILITIES:

- Strengthen UAF Sister Funds’ collective voice, thought leadership, and feminist philanthropic advocacy
- Mobilize resources for the UAF Sister Funds through the development of partnerships with funders and donors
- Raise UAF Sister Funds’ profile among funders and other relevant stakeholders
- Steward UAF-specific consortium and partnership work

Resource Mobilization
- Build on existing resource mobilization plan for UAF Sister Funds and for UAF, including a list of prospective donors and cultivation plan for each
• Develop a strategy for engaging high net worth individuals in the UAF Sister Funds’ work
• Write and submit new funding proposals for UAF Sister Funds and for UAF
• Hire and oversee fundraising consultants for UAF Sister Funds
• Steward existing UAF and UAF Sister Fund donor relationships, including report-writing, proposal renewals, communications touchpoints, and regular update meetings with donors
• Represent UAF on funding consortiums including CLIMA, ProtectDefenders.eu, and the Count Me In! Consortium
• Lead and facilitate the UAF Sister Funds resource mobilization working group
• Create and manage processes and systems for collective donor management, including a donor database, moves management calendar, and shared repository of content
• Collaborate with the resource mobilization leads at each Sister Fund to develop and implement a learning agenda

Philanthropic Advocacy
• For the UAF Sister Funds, develop and lead donor influencing plan
• Develop and execute donor briefings on emerging topics, including but not limited to collective care, and the impact of the Covid-19 pandemic on frontline feminist activists
• Conceptualize and write think pieces for philanthropy journals and other relevant media, highlighting the resourcing needs of frontline feminist activists and the specific role of the UAF Sister Funds
• Support the creation of collateral and communications products, such as a brochure/one-pager on the model and its impact that can be used to introduce the Sister Funds to new partners

CAPACITIES:
• Shares UAF’s values: integrity, feminisms, wellbeing, justice, courage and mindful engagement
• Conversant with and shared belief in UAF Sister Funds’ Principles of Philanthropy, including balancing independence and interdependence of the UAF Sister Funds
• Holds a critical understanding of and deep commitment to feminism, social justice, and human rights issues facing women, trans, gender non-binary, and intersex people
• Strong commitment to decolonizing philanthropy and anti-racist praxis
• Is emotionally intelligent, comfortable working across cultures and time zones, team-oriented and works collaboratively and respectfully with multiple stakeholders including staff of each Urgent Action Fund, donors, activists, 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 remote and distributed global team environment, with dual reporting structure

QUALIFICATIONS:
• Minimum of 7-10 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 LGBTQI rights, 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, as well as fundraising and grants management software (e.g. Little Green Light, Salesforce)
• 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 stakeholder engagement
• Experience with and/or knowledge of feminist and social justice 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. The annual starting salary for the Partnerships Managing Officer is $117,000 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).

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 “Partnerships Managing 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.