POSITION ANNOUNCEMENT: SENIOR COLLECTIVE CARE OFFICER
REPORTS TO: DEPUTY EXECUTIVE DIRECTOR
LOCATION: REMOTE
CLOSING DATE: March 7, 2022

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 and LGBTI+ 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 Program Officer, Collective Care

In 2021, the Sister Funds launched a global collective care and protection offering, called Care at the Center, with the intention of investing in regionally-led infrastructures and initiatives for collective care, and co-creating new resources for respite, healing and safety with and for women and LBTQI+ defenders. This initiative is a holistic and interconnected web of projects and programs by the Sister Funds made up of infrastructures and initiatives - physical, and virtual activities and spaces co-created by each Sister Fund and localized regionally and global initiatives that weave, amplify, and scale learning from the regions into collaborative transnational efforts.

Urgent Action Fund is seeking a Senior Program Officer to oversee and coordinate our engagement with the Care at the Center initiative. This is a new position at UAF and the successful applicant would join the Programs Team, which implements the organizational grantmaking, advocacy, and learning and impact strategies. The position is currently funded for 3 years, with the possibility of an extension pending the availability of additional funds. In coordination with the Deputy Executive Director and the Director of Programs, the Senior Program Officer will be the project lead for Care at the Center and provide thought leadership and strengthening of our organizational work on Collective Care and Protection and Healing Justice.

They will lead the development of implementation of programmatic plans and strategies on Collective Care and Protection. They will act as a collaborator and thought-partner by offering issue area 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. They will engage with grantees, advisors, donors, staff, and
other stakeholders. The ideal candidate will have a demonstrated ability to design, implement, and oversee project activities in a timely fashion and within budget and a deep understanding of frameworks such as Healing Justice, Collective Care and Protection, Restorative Justice, Holistic Security, and/or Disability Justice.

CORE RESPONSIBILITIES:

Project Management
- Design, implement and manage an international project on collective care/healing justice including a global fellowship of collective care and healing justice practitioners.
- Develop annual project work plans and budgets and track project activities and spending.
- Identify and manage consultants to support project activities.
- Perform a variety of administrative and logistical tasks as needed.

Strategy and Design
- Provide thought leadership for UAF on Collective Care and Protection and Healing Justice.
- Define & refine organizational strategy around collective care and healing justice

Communication & Representation
- Develop program content for the UAF website, social media channels, and other communication products as requested.
- Collaborate and communicate with SisterFund colleagues and other external partners.
- Represent UAF at public events, conferences and/or on social media platforms, 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 UAF teams, including Development/Communications, and Finance/Operations as needed.
- 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 communicating and working across cultures and time zones.
- Is team-oriented, and works collaboratively and respectfully with multiple stakeholders including UAF staff, partners, and external consultants.
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- 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 women’s rights, LGBTI rights, feminist movements/organizing.
- Subject expertise and past activism and/or lived experience utilizing frameworks such as, Healing Justice, Wholistic Security & Safety, Transformative Justice, Racial Justice, or Disability Justice.
- Practical expertise in project management and the facilitation of participatory processes.
- Knowledge and familiarity of feminist movements and trends in one or more of the following regions: Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Russia, Turkey, the United States, and Canada.
- Detailed knowledge of and demonstrated proficiency in Microsoft Office Suite and Google applications for example Word, Excel, PowerPoint, and Google Drive, Sheets, Docs, Slides & Salesforce Database.
- 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.
- Ability to travel domestically and internationally as required.
- Past experience living and/or working outside of the United States, 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 in or near New York, NY 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 Program Officer, Collective Care 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, with “Senior Program Officer, Collective Care” in the subject line by March 7, 2022. 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.