



GRANTMAKING CONTRACTOR SCOPE OF WORK

ABOUT URGENT ACTION FUND FOR WOMEN'S HUMAN RIGHTS (UAF)

Centered on a groundbreaking model of rapid response grantmaking, 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 LGBTQI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTQI 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.

GRANTMAKING CONTRACTOR SCOPE OF WORK

UAF seeks a grantmaking contractor to temporarily inform and implement UAF's grantmaking strategy in the Caucasus, Central Asia, Russia, and Russian speaking Eastern Europe in collaboration with the Director of Programs and other members of the Programs team, and provide thought leadership for UAF's Ukraine crisis response. 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 fundraising proposals and relevant reports and insights on UAF's work and that of its grantees.

The ideal contractor will fulfill the following responsibilities and qualifications:

CORE RESPONSIBILITIES

- Drive grantmaking processes
 - Work with Grants Officer and Grants Coordination Consultant to review and process grant requests from the Caucasus, Central Asia, Russia, and Russian speaking Eastern Europe including reviewing and vetting requests for eligibility based on UAF criteria, conducting due diligence, and entering grant information into the database
 - Ensure that all grants documentation is recorded accurately and in compliance with grantmaking policies and procedures
 - Offer support to applicants, grantees, and advisors on how to apply for grants, submit grants documentation, and other ongoing grant inquiries

- Conduct programmatic outreach with external stakeholders including current and potential grantees, trusted advisors and peer institutions, etc.
 - Build relationships and gather information to stay abreast of landscape trends across programmatic themes and countries
 - Identify and orient new advisors
 - Ensure potential grantees are aware of UAF's work
- Inform program strategy by making recommendations, giving feedback, sharing data and reflections
- Support organizational learning
 - Share relevant information about the work of grantees and their contexts with the UAF team for example through quarterly learning memos, team presentations, and responses to information requests.

QUALIFICATIONS/REQUIREMENTS

Areas of Expertise

- A critical understanding of feminisms, social justice, and human rights issues facing women, trans, gender non-binary, and intersex people
- Familiarity with the historical and socio-political context of any of the regions and countries of focus from an intersectional gender justice lens
- A minimum of 2-4 years of experience with grantmaking, movement building or activism/advocacy in regions/countries of focus
- Basic proficiency in technological platforms - Microsoft Office Suite and Google applications for example Word, Excel, PowerPoint, and Google Drive, Sheets, Docs, Slide, experience with and/or knowledge of grantmaking databases, Salesforce preferred

Skills

- Clear Communication - compelling written and verbal explanation of information and copy in English, with minimal errors, proficiency in Russian and in other languages spoken across regions of focus a plus.
- Project Management and Resource Allocation - ability to plan and leverage colleagues to drive work
- Strategic Planning – ability to unpack the barriers to our impact and develop action plans
- Synthesis and Analysis - summarize trends and themes to drive the work across our program team and to support fundraising and communication efforts

Work Expectations

- Ability to maintain confidentiality of sensitive information
- Ability to travel domestically and internationally as required
- Comfort with working across domestic and international time zones

Duration: November 2022 - January 2023 (required ability to commit to this duration)

Hours: up to 15 hours a week

Location: Remote (US/Canada)

Compensation: \$56/hour. **The contractor is an independent contractor and is not an employee of Urgent Action Fund. The contractor shall not be eligible for any benefits paid or otherwise afforded to employees of Urgent Action Fund.**

Supervision: Reports to the Director of Programs

How to Apply: The position will be open until filled. To apply, please email a cover letter, resume and list of three references to consultants@urgentactionfund.org with "Grantmaking Contractor - [Full Name]" in the subject line. 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.