DIRECTOR OF PARTNERSHIPS
REPORTS TO: EXECUTIVE DIRECTOR

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 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 feminist 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.

The Position: Director of Partnerships

The Director of Partnerships will lead the development work at Urgent Action Fund as it generates revenue; builds a community of donor activists; and develops partnerships with peers and funders (including both private foundations and bilateral/multilateral donors) that bring new resources to UAF and to feminist activists worldwide. A member of the Management Team, the Director of Partnerships will hire and supervise a growing team of fundraising staff.

An ideal candidate will fulfill the following responsibilities and qualifications:

CORE RESPONSIBILITIES

- **Drive revenue growth** – maintain UAF’s current donor base through ongoing engagement of individual donors, institutional and government funders, and attract new resources through outreach to new funders. Raise UAF’s profile in key donor circles. Ensure funder stewardship and relationship management, including oversight of funder proposals and reporting by staff and consultants.

- **Drive team growth and functioning** – develop team structure and staff new positions, articulate lines of collaboration among team members, oversee development of annual workplan, and manage ongoing work of the team.

- **Support UAF Sister Fund fundraising** – act as a thought partner to Sister Fund resource mobilization team, identifying opportunities and overseeing the creation of accurate and timely UAF content for joint proposals and reports.
• **Inform annual budget** – contribute revenue projections during annual budgeting process, and provide updated projections throughout the year as additional revenue is secured. Project and manage the annual budget and expenses for the UAF Development team.

**PRIORITIES FOR 2023 and 2024**

- Sustain UAF’s current revenue by raising $17-20M annually, including for UAF’s work in the US, UAF’s response to the war in Ukraine and other emerging crises, rapid response grants in all relevant regions, as well as other programmatic initiatives.
- Articulate institutional and individual donor engagement strategy
- Contribute to the development of UAF’s strategic vision, particularly focusing on the resourcing strategies for emerging initiatives.
- Oversee expanded team structure, hiring staff and consultants as needed to meet UAF’s fundraising goals.
- Oversee the refinement of existing systems (donor database, CRM, revenue tracking) to support UAF’s development and communications work.

**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
- Comfort with and demonstrated interest in outreach to donors, securing meetings, and soliciting gifts
- 7 years of management experience in nonprofit and/or philanthropy
- Demonstrated success in fundraising, preferably with experience raising funds annually of at least $15M from a cultivated, diverse pool including institutional funders and individual donors
- Experience successfully leading and managing a staff of at least five people, including mentoring, ensuring staff development, cultivating culture and providing inspirational and effective leadership
- Experience in negotiation and collaborative partnership development
- Proficiency in technological platforms - Microsoft Office Suite and Google applications, cloud-based document storage systems, project management software (e.g. Asana) experience with and/or knowledge of donor management databases (e.g. Salesforce, CiviCRM).

**Skills**

- Relationship building – with donors, peers, and staff
- Management – ability to design, hire and manage multiple roles; offer goal-setting and motivation for a growing team
- Written communication – clear and compelling writing on issues central to UAF’s work (e.g. collective care, human rights and social justice grantmaking, feminist philanthropy)
- Financial Projection and Management – facility with multi-year revenue projections and budget development

**Work Expectations**
● Ability to travel domestically and internationally as required
● Comfort with working across cultures and time zones

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 can work during ET hours.

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 salary for the role is $152,512 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and a 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 “Director of Partnerships” 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.