PARTNERSHIPS MANAGING OFFICER
REPORTS TO: DIRECTOR OF PARTNERSHIPS

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: Partnerships Managing Officer (UAF)

The Partnerships Managing Officer is responsible for raising revenue for Urgent Action Fund through partnerships with institutional donors and governments, as well as UAF’s participation in consortiums. Reporting to the Director of Partnerships and working alongside the Development and Communications teams, the Partnerships Managing Officer will build on UAF’s reputation among feminist and human rights-focused donors to raise critical resources for frontline feminist activists.

An ideal candidate will fulfill the following responsibilities and qualifications:

CORE RESPONSIBILITIES

- **Drive partnership development with institutional donors** – elevate UAF’s profile among institutional donors – from foundations to governments – in order to raise resources for UAF’s work. Maintain proposals and reporting for current donors to UAF’s work in conjunction with Development Officer. When appropriate, work with external consultants.

- **Drive consortium participation** – maintain UAF’s current consortium relationships, coordinating representation at key meetings, sharing information with internal stakeholders, and gathering and synthesizing information for reporting.

- **Drive new consortium development** - Prospect and establish participation in new consortiums, in coordination with the Programs and Development and Communications
teams at UAF. With strategic guidance from the Director of Partnerships, secure funding for new consortiums.

- **Support UAF Sister Fund fundraising** – create accurate, and timely UAF content for joint proposals and reports

- **Inform annual budget** – in tandem with the Director of Partnerships, contribute revenue projections for institutional funding during annual budgeting process and provide updated projections throughout the year as additional revenue is secured.

**PRIORITIES 2023-2024**
- Sustain UAF’s current revenue by contributing to the team’s work in 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.
- Develop 2-3 new funding relationships through consortiums, networks, or with peer organizations, including in partnership with the UAF Sister Funds.
- Represent UAF in funder consortiums, building linkages with consortium members and elevating UAF’s profile.

**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
- Knowledge of and established relationships with feminist and human rights funding institutions, including familiarity with bilateral funding programs.
- Demonstrated success in fundraising, preferably with experience raising funds annually of at least $10M from a cultivated, diverse pool including institutional funders and individual donors
- 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
- 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); branding and messaging development
- Financial Projection and Management – facility with multiyear 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 and could relocate to 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 salary for the role is $124,125 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.*