GRANTMAKING MANAGING OFFICER
REPORTS TO: DIRECTOR OF PROGRAMS

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 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.

The Programs team has the following programmatic areas: Advocacy & Alliance building, Collective Care, Grantmaking, and Learning & Impact. In recent years, UAF has experienced a rapid rise in our grantmaking and in 2022 made 468 grants at $5,138,965. We are in the process of strategically building and refining our grantmaking team infrastructure to meet this demand and are also undergoing an institution wide strategic visioning process and theory of change refresh. The Grantmaking Managing Officer position will be part of this expansion and will be joining our team at a critical juncture in UAF’s trajectory.

The Position: Grantmaking Managing Officer
The Grantmaking Managing Officer is a new position at UAF and will provide management and thought leadership for UAF’s grantmaking and grants management systems and processes. They will be responsible for leading a Grantmaking Team of 6 under the direction of UAF’s Director of Programs. This position will directly supervise three grantmaking Senior Program Officers and one Senior Grants Officer. The Grantmaking Managing Officer will work to re-design, oversee, and implement UAF’s grantmaking strategy and process in collaboration with the Director of Programs and other Program team colleagues. They will also serve as a connector between the grantmaking team and UAF’s Learning & Impact, Collective Care, and Advocacy teams. 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.

CORE RESPONSIBILITIES

- **Drive Grantmaking** - develop and/or support the development of grantmaking strategies including for advisory network engagement with relevant members of the Program Team;
review and decide on grant approval requests from grantmaking team members; backstop for grantmaking team members during significant absences by reviewing grant requests, completing due diligence and making recommendations for approval or declination; inform the development of the annual grantmaking budget; oversee all components of domestic and international grants processing, including legal and regulatory compliance, processing of grantmaking requirements, data entry/cleaning, and reporting of data.

- **Establish and manage Grantmaking team staff and consultants** - The hiring of this position is part of a Program team restructure, and the Grantmaking Managing Officer will lead a Grantmaking team of 6 (with 4 direct reports). The role will require cohering a restructured team (previously supervised by the Director of Programs) and working to establish a “connective tissue” between the other branches of the Programs team, including Learning & Impact, Collective Care, and Advocacy. They will also be responsible for leading the recruitment of grantmaking staff/consultants, and providing training, supervision, and leadership development for grantmaking team members.

- **Inform Program Strategy and Staffing Structure** - make recommendations, give feedback, share data and reflections on UAF’s Program Strategy and staffing structure build out.

- **Coordinate Outreach** - support grantmaking team to build relationships with grantees advisors, and other stakeholders, and to ensure that potential grantees are aware of UAF’s work; gather information to stay abreast of landscape trends across programmatic themes and countries.

- **Drive Special Initiatives** - lead the design and implementation of special projects to further grantmaking team goals and objectives (for example: landscape analyses, convenings, conference/meeting sessions, etc.)

- **Support Partnership Participation** - represent UAF in consortia, partnerships and field communities across our sector to support fundraising, grantmaking & advocacy efforts.

- **Support Organizational Learning** - share relevant information about the work of the grantmaking team, UAF grantees and their contexts with the UAF team for example through quarterly learning memos, team presentations, and responses to information requests.

### 2023/2024 PRIORITIES

- Lead and cohere a restructured Grantmaking Team of 6, including building systems and processes to communicate and coordinate with UAF’s other Program teams
- Coordinate the spend down of 95% of grant making funds on deadline and in a manner that furthers UAF’s vision
- Audit, redesign, and streamline grantmaking and grants administration pathway and processes
- Co-develop UAF grantmaking strategy
- Co-develop and implement an assessment of UAF’s advisory network model and advisor engagement activities
- Oversee grantmaking related special initiatives on disability justice, environmental and climate justice, contingency funding, and crisis response
● Contribute to the implementation of UAF’s advocacy, monitoring, evaluation and learning, communications and fundraising activities
● Support UAF’s visibility in relevant partnership spaces as needed
● Inform the development of 2024/2025 grantmaking and Program budget

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 UAF’s regions of focus from an intersectional gender justice lens
● 4+ years of experience with grantmaking
● 7+ years of movement building or activism/advocacy in UAF’s regions/countries of focus
● 3+ years experience leading a team
● Knowledge of grants management, including international grantmaking, expenditure responsibility, and other legal/IRS compliance issues
● Experience with rapid response or emergency support grantmaking
● Understanding of the safety/security and well-being needs of feminist activists in any of UAF's regions/countries of focus
● Experience working with grants management databases, Salesforce preferred
● Knowledge and application of best practices in grantmaking.
● Strong relationships within feminist philanthropy and movements
● Basic proficiency in technological platforms such as Microsoft Office Suite and Google applications for example Word, Excel, PowerPoint, and Google Drive, Sheets, Docs, Slide

Skills
● Clear Communication - compelling written and verbal explanation of information and copy in English, with minimal errors, proficiency in Arabic and/or Russian is a plus.
● People management skills - ability to train, supervise and mentor staff; ability to efficiently plan and effectively leverage a team of junior staff and consultants to drive the work
● Data Analysis - utilize data and collaborate with the Learning & Impact team to drive the work across our grantmaking team and to support fundraising and communication efforts
● Project Management - stays on top of multiple projects, plans backwards, anticipates obstacles, identifies and involves stakeholders appropriately, and uses resources wisely
● Strategic thinking - quickly grasps the subtleties of complex issues and identifies patterns in challenges. Comes up with insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change. Has a successful track record of taking a concept from idea to implementation.
● Relationship building- Has a collaborative nature, team oriented and comfortable working across cultures and time zones.

Organization-Wide Requirements
● Takes initiative and works to continuously improve systems and processes; suggests innovations to use resources strategically and to maximize positive impact.
● A problem solver who has the ability to handle emotional complexity while also navigating uncertainty and changing conditions in a quickly growing organization.
● Able to manage conflict constructively, including the ability to self reflect and to give and receive feedback up, down, and sideways in a remote working environment.
● Must be able to work both independently and as a collaborative member of various teams.
● Seeks to uplift all voices and perspectives in our work and communities.
● Works with integrity, accountability, clear communication and follow through.
● Flexible, adaptive, and able to respond to challenges and changes; values iteration and productively integrates new information

**Work Expectations**
● Ability to travel domestically and internationally as required up to 15% of the time

**COMPENSATION AND BENEFITS**
This position is full time (36 hours per week in a 4-day workweek) and is exempt. This position is remote within the United States, with a preference for candidates who can work during ET hours. Candidates must be authorized to work in the United States.

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 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).

**TO APPLY**
Please submit a resume and cover letter to employment@urgentactionfund.org. Applications will be accepted through 8/25/23, we will be holding interviews in September and October, and our target candidate start date is Mid to Late November.

**DO YOU THINK THIS MIGHT BE YOU?**
*If you see yourself in this job description but don’t feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups, particularly women, trans, non-binary folks, and BIPOC, tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.*