Program Officer
Job Description and Requirements

The Organization
Urgent Action Fund for Women’s Human Rights is a global women’s fund that protects, strengthens and sustains women’s and trans* human rights activists and movements at critical moments. Via Rapid Response Grantmaking (RRG) we intervene quickly when movements are poised to make great gains or face serious threats to their lives and work.

As a fund dedicated to responsive programming, we straddle the balance between reactive and proactive approaches to our programs. Through our program Advocacy & Alliance Building, we advocate on behalf of issues that emerge in the RRG program and activists deem as critical to supporting and sustaining their work.

Based in Oakland, CA USA, we work in partnership with independent Sister Funds, Urgent Action Fund - Africa, located in Nairobi, Kenya and Fondo Acción Urgente – América Latina, located in Bogotá, Colombia.

Urgent Action Fund offers a dynamic and fast-paced environment that encourages professional growth and leadership. We are an activist fund, governed by an international Board of Directors that provides unique insight to the women’s human rights movements worldwide.

The Position
The Program Officer works in conjunction with other members of the programs team to administer the portfolio of grants for Urgent Action Fund’s international Rapid Response Grantmaking Program building alliances and advocating on issues identified via RRG requests. Primary tasks range from grants management to the review and analysis of funding requests while actively contributing to the overall growth and strategic development of the organization.

Primary Responsibilities
Program Implementation, Coordination & Evaluation
• Review and evaluate incoming proposals from groups worldwide, acquire supplementary information/research as needed
• Seek endorsements and communicate with advisors on grant proposals
• Write reports and analyses of programmatic activities
• Support the preparation of the programs budget
• Oversee administrative duties within the programs team including database management and grants administration
• Develop strategic grantmaking priorities for a region

Communication & Representation
• Create connections between grantees and other funders
• Manage and produce program content on website as needed
• Strengthen UAF’s networking with other donors, foundations, women’s and other relevant organizations to develop grantmaking and programmatic partnerships and collaborations
• Represent Urgent Action Fund at public events and/or in mass media
• Plan and conduct travel and other outreach activities to enhance and sustain existing and future networks with potential grantees

Advocacy & Alliance Building
• Create connections between issues relevant to women’s human rights defenders (WHRDs) and opportunities for UAF to leverage its position as a funder in advocacy circles
• Identify communications opportunities and strategies to raise awareness about WHRDs
• Strengthen UAF’s networking with other donors, foundations, women’s and other relevant organizations to develop grantmaking and programmatic partnerships and collaborations
• Represent Urgent Action Fund at public events and/or in mass media
• Plan and conduct travel and other outreach activities to enhance and sustain existing and future networks with potential grantees

Team Leadership
• Work in collaboration with other UAF teams, including Fundraising, Communications, and Finance
• Represent the Grantmaking Team at UAF Board meetings as necessary
• Contribute to the overall health and growth of the organization

Required Qualifications
• A critical understanding of and deep commitment to social justice and human rights issues facing women and trans* people worldwide
• At least 5 years of professional experience in a related organization
• 1 - 2 years of work experience outside of North America
• Exceptional attention to detail and organizational skills as demonstrated in at least 3 years of professional experience
• Demonstrated ability to work within a team environment
• Demonstrated project management experience
• Bachelor’s or Master’s degree in related field, or equivalent work experience
• Excellent written and oral communications skills
• Demonstrated interest in a career within the field of women’s philanthropy, women’s human rights, and commitment to the mission and vision of UAF
• English language proficiency required; proficiency in Arabic or another Asian language preferred
• Demonstrated ability to prioritize tasks and work well under pressure
• Strong critical thinking skills, ability to problem solve and resourcefulness
• Ability to work well with a diverse group of constituents; Awareness and understanding of issues of privilege, oppression, and marginalized communities
• Willingness to assume a range of unanticipated tasks and work flexible hours, including some weekends
• Excellent computer skills, including MSOffice, familiarity with Mac preferable
• International travel will be required after training period

Salary Range
Salary commensurate with experience. UAF offers a comprehensive benefits package that includes medical, dental, vision, acupuncture, chiropractic, a 3% matching retirement plan and a generous vacation and holiday schedule.

To Apply
Please submit a cover letter, resume and 1-2 pages writing sample to employment@urgentactionfund.org. Please write “UAF PO” in the subject heading.

Applications due by May 9, 2014.

Urgent Action Fund is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, 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.