

**URGENT  
ACTION  
FUND**  
FOR WOMEN'S  
HUMAN RIGHTS

**Sr. Leadership Giving Officer**

**About Urgent Action Fund:**

Urgent Action Fund supports some of the most courageous frontline activists in the world -- those who take a stand to advance the human rights of women, girls, and trans\* people. It builds resilience in the social movements they lead by increasing the capacity of activists and movements to persevere under threat, and, to be nimble and to seize upon quickly unfolding moments of opportunity to change law, policy and public opinion. Founded in 1997, Urgent Action Fund pioneered the practice of rapid response grantmaking and continues to provide support to activists within 24-72 hours. Following the launch of Urgent Action Fund-Africa and Urgent Action Fund-Latin America, Urgent Action Fund now works as part of this unique network of sister funds, with a focus on support to Asia, the Middle East, Europe and North America. It is on a growth trajectory with a budget of \$2.5 million and a passionate, collegial, and dedicated team of eight.

**Position Description:** The **Sr. Leadership Giving Officer** is a new, full-time, position within the organization that works to build a community of individual and family donors who support the human rights of women, girls and trans\* people. Situated on the Development and Communications team, this role is integral to overall fund development for Urgent Action Fund. Reporting to the Director of Partnerships and working collaboratively with the team and with volunteer leadership, this position personally manages donor relationships, asks for gifts, designs fundraising campaigns, and plans and implements events. This position is based in the **Manhattan office** of Urgent Action Fund. Some travel, particularly within the US, is required.

**Core responsibilities:**

*Fundraising*

- Serve as a member of the Development and Communications team, which is responsible for building Urgent Action Fund's community of donors, ensuring that the necessary revenue is raised to carry out the mission of the organization, and for raising the visibility of Urgent Action Fund and the issues it works on.
- Develop and implement cultivation, solicitation, and stewardship strategies for a portfolio of current and prospective major donors and family foundations.
- Attend to the donor experience at Urgent Action Fund. Ensure that the process of giving is simple, satisfying, and meaningful for individual and family donors. Consider and understand donor's needs and priorities in balance with the mission and programmatic directives of Urgent Action Fund.

- Engage influential individuals in the New York City, Denver/Boulder, and San Francisco Bay Areas and support them in peer-to-peer outreach on behalf of Urgent Action Fund.
- Support the Executive Director and members of the Board of Directors in their personal outreach, solicitations, and stewardship of individual and family donors.
- Consistently record all donor contacts in Urgent Action Fund's donor database.
- Maintain a portfolio of family foundations and produce grant proposals and reports, budgets and financial reports, for them.

#### *Donor Community Building*

- Create giving strategies and implement plans and logistics for 3-5 donor events annually, including major donor house parties.
- Provide excellent stewardship of the relationship with the event host and cultivation of guests during and after events.
- Proactively build awareness of Urgent Action Fund throughout donor networks.

#### **Candidates likely to succeed in this position are:**

- Able to work in an engaging, authentic, and collaborative manner with multiple stakeholders.
- Able to inspire trust in others and enthusiasm for social justice causes.
- Have a high degree of interpersonal emotional intelligence, sensitivity, professionalism, and optimism.
- Adept at working effectively in a team/networked environment through the development of excellent relationships with remote colleagues, local team, volunteers and staff at affiliated organizations.

#### **Required Skills:**

- 5 years+ of fundraising experience, including personally engaging donors, securing meetings, and soliciting gifts.
- Demonstrated experience in creating events to build support for an organization's mission and to build community among donors.
- Familiarity with human rights, and particularly with the global and/or US movements for women's human rights and the human rights of LGBTQI people.
- Demonstrated experience in fundraising campaign planning and execution.
- Strong proficiency in both written and oral communication.
- Skilled in the use of fundraising databases, spreadsheets, word-processing, social media, and email in the context of fundraising, marketing, or communications.

#### **Job Specifics:**

This position is based in Urgent Action Fund's office in midtown Manhattan, **New York City**.

This is a full-time position and includes competitive salary and benefits.

**How to apply:**

Please submit a cover letter and resume to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org). Cover letters may be addressed to the hiring manager: Caitlin Stanton, Director of Partnerships.

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. Authorization to work in the United States is required.