



## VACANCY ANNOUNCEMENT

<b>Job Title</b>	<b>Program Officer</b>
<b>Department</b>	<b>International Human Rights Program</b>
<b>Reports to</b>	<b>Lesley Carson, Program Director</b>
<b>Location</b>	<b>Washington, DC</b>
<b>Status</b>	<b>Full Time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

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Wellspring Advisors, a private philanthropic consulting firm, with offices in both New York and Washington, DC, seeks a Program Officer responsible for the overall strategy and implementation of the grant making within the International Human Rights program. In this role you'll be responsible for the following thematic strands:

- National level grant making in Uganda and Tanzania;
- Combating impunity for human rights violations through litigation, campaigns and other international justice initiatives;
- Strengthening anchor institutions in the human rights movement;
- Supporting and protecting human rights defenders; and,
- Protecting the security and dignity of the individual through work to end forced disappearance, illegal killings and torture.

### **KEY RESPONSIBILITIES**

- Educating donor-clients on emerging trends and funding strategies on international human rights.
- Developing and shaping grant making programs that advance international human rights.
- Managing a large portfolio of grants, from solicitation through assessment, recommendation, and evaluation.
- Remaining up-to-date on issues, strategies, and funding within the human rights community internationally.

- Engaging with the international community of donors and NGOs working to advance international human rights.
- Meeting with grantees and conducting site visits.
- In collaboration with Wellspring staff colleagues, helping to develop overall strategies and best practices for Wellspring's grant making recommendations.
- Performing other duties and responsibilities as requested

### **KNOWLEDGE AND SKILL REQUIREMENTS / QUALIFICATIONS**

- Graduate degree, comfort with qualitative data required.
- Minimum of 5 years' program or senior management experience in a human rights organization;
- Strong understanding of international human rights law, and the linkages between local, national, regional and global efforts;
- Strong leadership skills to advance the interests of Wellspring's donors within the broader philanthropic community;
- Familiarity with the international human rights NGO and donor communities, domestically and internationally.
- Excellent research and writing skills; ability to communicate clearly and persuasively with people from outside the human rights field.
- Experience working on a small team in a highly collaborative, non-bureaucratic environment (we make our own copies
- Close attention to follow-up and detail; ability to manage several tasks simultaneously.
- Experience writing or reviewing grant proposals, strategic planning, evaluation, or other technical assistance skills a plus.
- Strong understanding of human rights campaigning;
- Experience working within an evaluation framework;
- Excellent analytical and writing skills;
- Experience working in partnership with, or directly in a Sub-Saharan African NGO;
- Experience working with funding institutions or in a funding institution preferred;
- Professional knowledge of French language preferred.

## **ABOUT WELLSPRING ADVISORS**

Established in 2001, Wellspring is a private philanthropic consulting firm that coordinates grantmaking programs that advance the realization of human rights and social and economic justice for all people. Wellspring has offices in New York and Washington, DC.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

The firm's services include: working with donors to develop, implement, and administer giving programs that meet their philanthropic goals; conducting research and education tailored to the interests of our donors; managing programs, administering grants and monitoring grantee performance; and working with to promote the effectiveness of programs that receive donor funding.

Wellspring Advisors, LLC hires, promotes and retains employees based on their professional qualifications, demonstrated abilities, and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Firm's service needs and business requirements.

All personnel decisions are made without discrimination based on race, creed, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital, status, domestic partner status, military status, sex, sexual orientation, or any other characteristic protected by law. This policy applies to all our activities, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge. This policy also bans discriminatory harassment.

**HOW TO APPLY:**

Wellspring Advisors has retained the services of People Architects Group. For employment consideration the optimal way to contact us is via e-mail. If you do not have access to electronic mail, please fax or mail a copy of the documents listed below to our facsimile number or mailing address:

Please submit application (consisting of resume, letter of interest and writing sample of 5 to 7 pages) in strict confidence to:

Héctor Cariño  
Wellspring Advisors, LLC  
1410 Broadway, 23rd Floor  
New York, NY 10018-5007

(Please include your name and position title on the subject line of the e-mail)

- E-mail [hector@peoplearchitectsgroup.com](mailto:hector@peoplearchitectsgroup.com)
- Facsimile 212.609.2633

The application deadline is Friday, June 17, 2011.