



Disability Rights Fund seeks Program Director

The Program Director is an exciting new position, which will facilitate strategic management of the grantmaking of the Disability Rights Fund and the Disability Rights Advocacy Fund. Position location flexible; U.S. East Coast base preferred.

About the Disability Rights Fund

The Disability Rights Fund is a grantmaking collaboration between donors and global disability rights activists aimed at building disability community capacity to achieve the rights of all persons with disabilities and reduce poverty. The Fund – which is based on a participatory grantmaking model – makes modest grants (USD \$5000-100,000) to Disabled Persons' Organizations in the developing world to advance the UN Convention on the Rights of Persons with Disabilities (CRPD) at country-level in 28 countries.

Essential Duties and Responsibilities

- Supervise the organization's program staff (Program Officers), who are responsible for grants oversight, and the Grants Manager, who is responsible for grants administration - including recruitment and hiring (as needed), training, and performance management
- Manage overall grant review process (which occurs twice yearly) and, together with program staff, oversee grants implementation with approximately 115 grantees
- Travel with program staff to ensure consistency of grants oversight and evaluation (up to 2 months travel per year)
- Manage M&E of grantmaking, including data-gathering tools and systems and collaboration with independent evaluators
- Maintain & improve grantmaking systems, processes and policies
- Facilitate improvements to the grants management process and M&E manuals, as required
- Together with Executive Director, liaise with Global Advisory Panel (a group of activists from around the world), Grantmaking Committee (5 donor representatives and 4 disability activists), and Board on grantmaking strategy
- Support public relations and communications about grants and impact
- Assist with other tasks, as requested by the Executive Director

Education and/or Experience

- Advanced degree, or equivalent preferable, with minimum 10 years of relevant experience
- At least 3 years experience in program management & evaluation within the human rights field
- At least 3 years experience managing teams or supervising staff
- Preference will be given to candidates from the nonprofit sector, ideally with experience in foundations

Knowledge, Skills, and Abilities

- Knowledge of the field of international disability rights and specifically, the CRPD
- Knowledge of M&E within the human rights field
- Knowledge of international grantmaking
- Knowledge and experience in personnel management
- Excellent written and verbal communication skills and English. Other language proficiencies a plus
- Excellent grammar and ability to draft, edit, proofread, and format documents and correspondence with minimal supervision
- Strong administrative and organizational skills; the ability to manage time efficiently
- Excellent computer skills (Word, Excel, Outlook, PowerPoint); willingness to learn additional applications (and accessible technology) as necessary
- Excellent interpersonal skills and a collaborative approach
- Commitment to the human rights of people with disabilities and the organizational mission
- A demonstrated commitment to high professional ethical standards and comfort with a diverse workplace

Compensation

This is a full-time position; the rate will be commensurate with experience.

How to apply

The Disability Rights Fund is an equal opportunity employer. We strongly encourage and seek applications from women, and people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. People with disabilities are strongly encouraged to apply.

Please email a cover letter, resume, three references (with contact information and relationship), and writing sample to:

Diana Samarasan, Executive Director
Disability Rights Fund, Inc.
89 South Street, Suite 203
Boston, MA 02111-2670
dsamarasan@disabilityrightsfund.org (please no phone calls)

Deadline: Applications must be received by March 17, 2014.