



FOR WOMEN'S HUMAN RIGHTS

**URGENT ACTION FUND FOR WOMEN'S HUMAN RIGHTS
INTERIM DEVELOPMENT & COMMUNICATIONS DIRECTOR
DEADLINE: FEBRUARY 6, 2012**

Urgent Action Fund for Women's Human Rights, an international grantmaking foundation, seeks an interim Development & Communications Director to join our team in San Francisco. Guided by feminist principles and an international activist board of directors, Urgent Action Fund advocates for women's equality as a human rights issue as well as a pre-requisite for social justice, global security and peace. Our core program is Rapid-Response Grantmaking – making small, quick grants to support the urgent needs of women's human rights activists around the world. Urgent Action Fund offers a dynamic and fast-paced environment that encourages professional growth and leadership.

Description: This is a contract position for 2-6 months. The interim Development & Communications Director will be responsible for overall fund development planning and implementation. Works under the supervision and direction of Interim Executive Director and in collaboration with development staff, as well as UAF Latin America and UAF Africa. This position could become a permanent position once the permanent Executive Director is on board.

Responsibilities:

- Develop and manage annual national and international giving campaign;
- Actively manage a portfolio of major gift prospects; develop and execute plans for cultivation, solicitation and stewardship;
- Maintain, identify and cultivate Foundation grants and support;
- Plan, develop, manage and actualize major planned giving, including specific budgets, donor development (individual, foundation, government and develop guidelines for corporate giving) committee development, marketing and sponsorship;
- Work closely with Board of Directors on fundraising initiatives;
- Supervise and manage development staff as assigned to achieve goals;
- Develop on-line giving, advocacy and educational campaigns and supervise the development of a new website;
- Plan and implement communications plan

Requirements:

- Minimum 3 years experience with a not-for-profit in a Director-level development and communications capacity and /or increasing management responsibility.
- A demonstrated track record of development success within the not-for-profit sector, raising over 1 million dollars
- Tremendous leadership ability: the successful candidate takes responsibility, moves ahead and encourages others, and possesses the self-confidence, integrity, intellect, and perseverance that inspires trust and confidence;
- The successful candidate is a decisive thinker, doer and strategic leader; will challenge, push and inspire the organization to think "big" and long term; this person has the ability to focus the organization and Board on key issues/initiatives that will benefit the organization in the long term;
- Excellent communication and interpersonal skills;

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- Strong organizational/administrative skills: hands-on, willing and able to get into the details;
- Financial acumen: must be comfortable with the financials of the business, operate with transparency and manage limited resources well;
- An entrepreneurial spirit: a highly driven, energetic, detailed, roll-up-the-sleeves yet disciplined management style, enjoys a small company atmosphere and will be comfortable in an environment with lean staffing, has the ability to wear a number of different hats and switch gears quickly and frequently;
- Working knowledge of Microsoft Office including Outlook, Word, Excel and Power Point.
- Hands-on knowledge of fundraising databases

To Apply: Please submit cover letter, resume and writing sample (500 words or less) and 3 references to urgentact@urgentactionfund.org Subject: Interim "DD"
Salary: \$60,000-70,000 with benefits.

Urgent Action Fund for Women's Human Rights is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. No relocation costs will be covered for this position. Applicants must be eligible to work in the United States.