



Urgent Action Fund for Women's Human Rights

Program Officer

Deadline: February 6, 2012

The Organization

Urgent Action Fund for Women's Human Rights (UAF) is an international human rights foundation dedicated to the support of women activists working in conflict or crisis situations. Through our programs of Rapid Response Grantmaking (RRG), Research & Publications and Advocacy & Alliance Building, we support women who are striving to promote and protect the rights and interests of women and girls by ensuring women's security and participation in conflict prevention and resolution, peace building, and post-conflict reconstruction. Based in San Francisco, California, 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 Grantmaking team to administer the portfolio of grants for Urgent Action Fund's international Rapid Response Grantmaking Program. Primary tasks range from grants administration to the review and management 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
- Enhance and sustain grantee and advisor networks
- Write reports and analyses of grantmaking activities
- Support the preparation of the Grantmaking program budget
- Share administrative duties within the Grantmaking Team including database management and grants administration
- Develop strategic grantmaking priorities for a region

Communication & Representation

- Create connections between grantees and other funders
- 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 on joint projects, including Fundraising, Communications, Research & Publications/Advocacy & Alliance Building and Finance
- Recruit and support other members of the Grantmaking Team including interns and volunteers
- Represent the Grantmaking Team at UAF Board meetings as necessary
- Contribute to the overall health and growth of the organization

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Required Qualifications

- A critical understanding of and deep commitment to social justice and human rights issues facing women worldwide
- At least 3 years of professional experience as an activist, human rights defender and/or in an organization related to the mission of UAF and the RRG program
- 1 - 2 years of international professional experience
- Exceptional attention to detail and organizational skills as demonstrated in at least 3 years of professional experience and/or activist experience
- Demonstrated ability to work within a team environment
- 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 activism and philanthropy, women's human rights, and commitment to the mission and vision of UAF
- English language proficiency required; proficiency in speaking and writing in Russian and languages from South East Asia and Arabic preferred
- Demonstrated ability to prioritize tasks and work well under pressure
- Strong analytical and critical thinking skills
- Ability to work well with a diverse group of constituents; Awareness and understanding of issues of privilege, entitlement, oppression, marginalized communities and strategies to
- Resourcefulness and the ability to problem-solve
- Willing 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

Compensation

\$45,000 - \$60,000 depending on experience. UAF provides generous employee benefits, including employer-paid health and dental coverage, flex and retirement plan participation, and paid time off.

Start Date

The projected start date for this position is February 25, 2015.

Application Process

Applications and all supporting documents must be received by February 6, 2012. Please submit the full application to the Urgent Action Fund office by email (see below). We will only contact candidates we are interested in inviting for an interview.

Application Format

Each application package should include the following:

- Cover letter with the applicant's current contact information
- Writing Sample (maximum 1,000 words – **samples over 1,000 words will not be accepted**)
- Resume, including references with contact information

Complete applications with supporting documents should be sent to us via email:

Email: urgentact@urgentactionfund.org

Include "Program Officer" in subject line.

Please no follow-up phone calls or faxes.

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.