



## **POSITION ANNOUNCEMENT:**

**DIRECTOR OF PROGRAMS**  
**REPORTS TO: DEPUTY DIRECTOR**  
**LOCATION: Oakland, CA OR New York, NY**

CLOSING DATE: September 16<sup>th</sup>, 2020

### **The Organization: Urgent Action Fund for Women's Human Rights**

Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports the urgent needs of courageous women, trans and gender non-conforming human rights defenders around the world in times of crisis or opportunity. Our model protects and advances the civil, political and social rights of women and LGBTI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTI movements. Founded in 1997, UAF is a member of a network of four independent "Sister Funds" that collectively support frontline women's rights activists around the world. With an annual revenue of \$7 Million, UAF's work within this network centers on support for activists and social movements in the Middle East, the Caucasus, Europe and Central Asia, United States and Canada.

### **The Position: Director of Programs**

The Director of Programs provides management and oversight to the programmatic work at UAF including: rapid response grantmaking; the advisory network; international advocacy; learning & monitoring. This position directly manages 5 programmatic staff, as well as consultants and interns. The Director of Programs is part of the leadership team for the organization. The position is fulltime and reports directly to Deputy Director. **The position is based in Oakland, CA or New York, NY (preferred) with possible 30% travel internationally and domestically, under normal circumstances. Please note that with the current global pandemic, all UAF staff is working remotely and all travel has been suspended temporarily. \***

### **CORE RESPONSIBILITIES**

- Leads the programs team in the design and implementation of UAF's programmatic work

- Oversees and monitors annual programmatic budget; implements team work plans; monitors progress; and assesses/adjusts progress and strategies of programmatic work, as needed
- Ensures programmatic donor deliverables and requirements are completed in a timely manner
- Oversees grants management, compliance & documentation of programmatic impact and learning
- Coordinates recruitment, training, supervision, and leadership development of program team members
- Coordinates with the “Sister Funds” programmatic teams to implement cross regional program initiatives
- As a member of the management team, contributes to strategy of the organization, participates in the annual budgeting process and supports the overall organizational culture and health

## **CAPACITIES**

- Shares the values of the organization: integrity, feminisms, wellbeing, justice, courage, and mindful engagement
- Is emotionally intelligent and works collaboratively and respectfully with multiple stakeholders including program staff and external consultants
- Works methodically with attention to detail and sensitivity to confidential information
- Enjoys forming new relationships that connect others to UAF and builds collaborative programmatic partnerships
- Is goal-oriented, driven, strategic, and energetic in creative pursuit of organizational and team goals
- Thrives in a small team atmosphere with highly collaborative and consensus-driven activists
- Is flexible with the ability to wear a number of different hats and juggle many tasks simultaneously

## **QUALIFICATIONS**

- A critical understanding of and deep commitment to feminism, social justice, and human rights issues facing women and trans\* people worldwide
- 3-5 years in a senior program management position, including managing remote teams
- Knowledge and experience with international grantmaking processes and compliance
- A collaborative nature and proven track record of teamwork and generous leadership
- Strong critical thinking skills, resourcefulness, and ability to problem-solve
- Strong professional linkages with gender justice and human rights organizations and activists
- Superior communication and interpersonal skills
- Team-oriented, collaborative, and comfortable working across cultures and time zone
- Passion for social justice and human rights, including women’s rights and LGBTQI equality

## **Compensation**

The salary range for this position is \$120,000 to \$150,000, commensurate with qualifications and experience, and includes a comprehensive benefits package (health, dental, retirement, flex spending for medical and transit) and flexible remote work options.

## **How to Apply**

To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org) on or before September 16th.

Use the subject line: Director of Programs Search. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume reviews begin immediately

*Urgent Action Fund is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant pool. No relocation costs will be covered for this position. Applicants must be eligible to work in the United States.*