

POSITION DESCRIPTION

Program Manager, Engagement

March 15 2017

ORGANIZATION OVERVIEW

Founded in 1994, IHRFG is a global network of 350+ grantmaking institutions (represented by 1500+ individuals) committed to advancing human rights around the world through effective philanthropy. Our overarching goal is to strengthen the impact and strategic effectiveness of human rights grantmaking.

POSITION SUMMARY

The Program Manager for Engagement is a new position that will serve a crucial leadership role in implementing the organization's strategic vision and engaging both new and long-time funders in human rights. This position will support IHRFG's diverse membership to reflect critically on their grantmaking and to strategize on how to best leverage their resources to advance human rights globally. Key areas of responsibility are:

1. Building relationships within and expanding the reach of the IHRFG network;
2. Working collaboratively with members to develop and implement funder convenings, including annual conference, strategy calls/meetings, webinars and workshops;
3. Facilitating coordination and collaboration among human rights funders, including coordination of working groups;
4. Planning, Evaluation and Fund Development.

Based in New York City, the Program Manager for Engagement will report to the Deputy Director. IHRFG is a small staff of six; the ideal candidate will thrive in a close-knit team environment. Reliability, integrity, flexibility, a quick mind, roll-up-your-sleeves attitude and a sense of humor are strongly valued.

RESPONSIBILITIES

Build Relationships and Expand Reach of Network:

- Develop and implement an annual plan for engaging members and other funders for the advancement of human rights philanthropy in a way that is responsive to emerging trends in human rights and areas of member interest;
- Identify and cultivate relationships with prospective members, with an emphasis on increased engagement with funders based in the Global South and with new funders in the field;
- Partner effectively with donor networks to expand understanding of human rights beyond our network and identify opportunities for collaboration with new actors.

Work Collaboratively with Members to Develop and Implement Funder Convenings

- Convene and lead an advisory committee in the conceptualization, design, and execution of an annual conference that helps funders to strengthen their grantmaking in human rights;
- Conceptualize and develop a programmatic calendar and process for ongoing engagement of members in tailored events for network-building, learning, and coordination;
- Work collaboratively with members to organize regular webinars, funder briefings, workshops and other gatherings that address a range of human rights issues and areas of grantmaking practice;
- Engage with and coordinate program and event-related interns, consultants, and speakers.

Facilitate Coordination and Collaboration among Human Rights Funders:

- Coordinate working groups and cohorts of funders, with a focus on facilitating member leadership and advancing both mutual learning and substantive contributions to the philanthropic field;
- Lead the development and dissemination of digital and print tools and resources that distill learnings, new models, and promising practices from IHRFG events and from members' grantmaking.

Planning, Evaluation and Fund Development:

- Contribute to annual planning priorities for organization and develop annual goals for member engagement and convenings;
- Develop and refine program evaluation framework and oversee annual budget for portfolio;
- Support IHRFG's fundraising efforts by drafting original content for proposals and reports and conducting donor outreach.

QUALIFICATIONS:

- An excellent relationship builder, with at least 7 years of experience in human rights, philanthropy, grantmaking, and/or funder relations;
- Knowledge of and commitment to human rights, and a passion for how philanthropy can be used to advance human rights;
- A strong commitment to social justice combined with a pragmatic, problem-solving approach and an openness to understanding and engaging people and institutions representing diverse viewpoints and theories of change;
- Experience leading partnerships or collaborative efforts, with a demonstrated capacity to bring together diverse stakeholders and build consensus while maintaining a clear focus on impact and results;
- Excellent written and oral communications skills, including the ability to craft materials for different audiences and to synthesize ideas in a succinct and compelling manner
- Proven ability to work independently, handle multiple projects on various timelines, and also work well in teams
- Inclusive, community-focused, and flexible, with experience in working with diverse constituencies
- Fluency in English required; fluency in additional languages a plus.

COMPENSATION

Salary is commensurate with experience. Excellent benefits, including medical, dental, retirement plan contributions, and generous holidays and vacation schedule. Flexible work hours friendly to balancing work and personal obligations.

TO APPLY

Send a cover letter, resume, writing sample, salary requirements and references by **Monday April 17th** to team@ihrfg.org with your name and "Program Manager for Engagement" in the subject line.

IHRFG is an Equal Opportunity Employer. U.S. work authorization is required. For more information about the International Human Rights Funders Group visit www.ihrfg.org.