



URGENT ACTION FUND FOR WOMEN'S HUMAN RIGHTS ASIA & PACIFIC

Terms of Reference Resource Mobilisation Associate

Deadline to Apply: 12 April 2022

Location: Remote (based in Asia or The Pacific)

Reports Primarily to the Resource Mobilisation facilitator

Urgent Action Fund for Women's Human Rights, Asia and Pacific (UAF A&P) is a regional women's human rights and feminist fund that protects, strengthens and sustains women and non-binary human rights defenders within the two regions at critical moments. We intervene quickly when human rights defenders are poised to make great gains or face serious threats to their lives and work. We use online, text and mobile applications to respond to requests from women and non-binary human rights defenders across Asia and the Pacific.

UAF A&P builds the resilience of women and non-binary human rights defenders and their movements through the following programmes:

1. **Rapid Response Grant-making:** We award rapid response grants to women and non-binary human rights activists and defenders in Asia and the Pacific. Activists apply for grants of up to 5000 USD in any language on any day of the year.
2. **Enabling Defenders:** We support women and non-binary defenders and their networks to create holistic systems of safety and care to strengthen their resiliency towards addressing the continuing risks and threats they face.
3. **Activating Philanthropy:** We leverage our relationships with donors and non-traditional groups to create and link different forms of resources to support women and non-binary defenders and activists.
4. **Knowledge Building and Learning:** We use our platforms to amplify voices and experiences of our grantees and partners to create new narratives on strengthening feminist movements.

In 2021, UAF A&P conceived a new Strategic Framework to steer our work across 2021-2023, developed through a collaborative process involving Staff, Board, Advisors, and Grantee Partners in 2020. The Strategic Framework deepens, clarifies, and reinvigorates UAF A&P's founding vision



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to support the resistance and resilience women and non-binary activists and their movements across Asia and the Pacific, and create a safe and caring environment that sustains their work.

UAF A&P has a co-leadership structure with two Co-Leads sharing responsibility, power, and accountability, in order to embody and practice principles of feminist leadership. It currently has a team of 16, based in 9 countries.

Resource Mobilisation and Activating Philanthropy:

As the first regionally based Urgent Action Fund in Asia and the Pacific, UAF A&P aims to expand the reach of its Rapid Response Grant programme across these two regions, ensuring response that is contextual, to deepen impact across diverse regional, pan-national, and local movements that co-exist here.

We aim to implement this through a multi-pronged strategy towards resourcing resilience that is integrally linked to the agenda of building a solidarity economy, which requires re-imagining of cultures. Sustainable resourcing to build and strengthen resilience requires more than occasional or one-off donor contributions. It involves long-term commitment to create a system of solidarity that functions not only socially, through women-led networks of sharing and caring, but also economically, through investments and collaborative ventures. We believe that reimagining of cultures is imperative in Asia and the Pacific because the threats faced by women defenders – at home and in public life – are grounded in persistent stereotypes about ‘the good woman,’ as well as in prejudices against the outspoken and public woman. The re-imagining needs to be built on women’s visions of their culture and their place in it. This can open meaningful spaces of safety and creativity and produce a new language, narrative and references that could generate care, pride and support from an engaged public. Such a re-imagining can also spark a culture of giving that can contribute towards forging a solidarity economy to support the resilience of women defenders.

UAF A&P seeks to grow and diversify giving in our regions in pursuance of our commitment to resourcing resilience. The Charities Aid Foundation research released in 2017 estimates that up to 2.4 billion people could be economically classified as ‘middle-class’ globally by 2030, and that if this growing middle-class was to dedicate 0.5% of their spending to charitable causes, it would generate US\$319 billion a year in funds for civil society organisations. This represents two and a half times the total annual bilateral aid from OECD DAC members. A vast majority of this newly affluent population resides in fast growing middle and lower-middle income nations in Asia and the Pacific. However, while giving is growing in many of those countries, much more needs to be done to catalyse sustainable growth.



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We are seeking a Resource Mobilisation Associate to support the Resource Mobilisation Facilitator and handle the activities of the UAF A&P Resource Mobilisation programme.

Position Description:

The Resource Mobilisation Associate handles the activities (including gift entries, donor acknowledgments, reporting, and donor data and grant management) of our resource mobilisation systems. The candidate will provide administrative services, systems management, and ensure seamless daily operations of all processes.

The ideal candidate is a systems thinker who can process information analytically – and is interested in applying those strengths to help create a deeper, evidence-based model of resource mobilisation, activating philanthropy and changing the culture of giving to sharing with care.

Core Responsibilities:

RM Support (primary)

- Support the RM team with specific donor requirements including reporting and proposals, as required.
- Serve as lead staff managing the donor software programme.
- Maintain and update all data entry, including larger donor gift recording and contracts
- Manage individual gift tracking, including pledge records and invoices.
- Generate acknowledgment and receipt of all contributions in a consistent and timely manner.
- Ensure accurate record-keeping of fundraising data and coordinate reconciliation with financial and programmatic systems.
- Write and revise RM operations processes and database procedures (as needed).
- Responsible for upholding best practices in project and data administration.
- Develop customised reports and provide analysis.

Donor Cultivation & Engagement (secondary)

- Work with the RM team and the Communications team to support the execution of all supporter and prospect communications, which may include appeals (direct and virtual), online newsletters, annual reports, e-blasts, graphic design, etc.
- Support logistics and project management for all fundraising campaigns, RM and other events.



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Responsibilities include:

- Help prepare all written material for events; can include invitation production, mail-outs, managing RSVP database.
- Co-create flyers, signage, programme booklets, or any other printed material, as needed.
- Serve as communications support for community events, rallies, etc.

Qualifications and experience:

The Facilitator is contracted based on their knowledge of resource mobilisation within women's funds ecosystems, and knowledge of working in feminist movements in Asia and the Pacific. **We encourage women and non-binary professionals from East Asia, South East Asia, and the Pacific to apply. We will prioritise applications from women and non-binary persons from marginalised or under-represented countries or contexts from across Asia and the Pacific.**

Core Capacities:

- Works collaboratively to secure input from and coordinate the efforts of multiple stakeholders, including internal team members and external contractors and networks.
- Works with attention to detail and sensitivity to confidential information.
- Enjoys and is adept at working with diverse individuals and groups.
- Enjoys forming new relationships that connect others to UAF A&P.
- Proactive problem-solving abilities: a highly driven, energetic, lateral thinker that has the ability to wear a number of different hats.

Qualifications/Requirements:

- Experience in writing and editing in a variety of formats.
- Experience in mobilising resources for gender justice, human rights, and/or related movements
- Experience with basic data management concepts (via database, Excel, other)
- Some experience in non-profit development and fundraising - but more importantly an interest in building skills in the field based on data informed, evidence driven frameworks.
- A desire to work with a community-centric model of resource mobilisation.
 - Excellent English language skills (written and spoken). Being multilingual in languages spoken across Asia and/or the Pacific would be an added advantage.
 - Works collaboratively, has excellent interpersonal skills, is self-motivated and has a proven track record of strong ability for teamwork.



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- Willing to travel for work.
- Committed to self and collective care.

Reporting & Work Environment:

They will coordinate and work closely with the organisation's Co-Leads, Resource Mobilisation (RM) Facilitator, Communications and Learning Facilitator and Strategic Finance Facilitator. The candidate will report to the RM Facilitator and should be willing and able to work remotely.

Work hours and compensation:

This is a full-time position that requires the Facilitator to work 5 days or 40 hours per week with an annual compensation of US\$32,000 - \$37,000, depending on qualifications and experience, and includes a strong benefits package.

Anticipated start date:

Immediate

How to apply:

Interested candidates are invited to apply for the position by sending the following to info@uafanp.org:

1. Updated Résumé
2. A proposal or pitch detailing your interest and suitability for the role and showcasing your written and fundraising skills.
3. 3 references including one each from a supervisor, and someone who is from a women's fund ecosystem.

We request applicants to create and/or use a ProtonMail account to send us their application dockets to ensure compliance with our strict security protocols.

We will do our best to communicate with all applicants in a timely manner on the status of their application throughout the recruitment and answer any questions applicants may have. We appreciate your patience and understanding as we navigate this process.