



Terms of Reference
Sister Funds' Partnerships Facilitator

Deadline to Apply: 30 November 2025

ABOUT THE URGENT ACTION SISTER FUNDS

The [Urgent Action Sister Funds](#) are a global consortium of feminist funds that provide rapid and responsive support for women, trans, and non-binary human rights defenders in moments of need, sustaining feminist activism by supporting the resistance and resilience of frontline defenders. Grounded in our Sisterhood Feminist Principles of Philanthropy, we have a political commitment to share power and work together toward our common vision of sustaining feminist movements. Feminist activists around the world seeded Urgent Action Funds to become a nourishing ecosystem that supports the resilience of women and transgender human rights defenders through rapid response grants across the world.

We are collaborative, co-equal, and geographically distinct. Beginning in 1997 with UAF-for Feminist Activism (which now covers the Balkans, the Caucuses, Central Asia, Central and Eastern Europe, the Middle East, the U.S., and Canada), the Sisterhood grew out of the priorities of local feminist movements to include three additional and independent UAFs. UAF-Africa formed in 2001, UAF-Latin America & the Caribbean in 2009, and UAF-Asia & Pacific in 2017. Now the Urgent Action Sister Funds (UAFs) are four independent but regional feminist funds that work interdependently at the global level. The UAFs represent the only global consortium of regionally rooted feminist funds that provide rapid response support to women, trans, and non-binary Human Rights Defenders.

The Partnerships Facilitator will contribute to the resource mobilization work at the Urgent Action Funds as it generates revenue; builds a community of donor activists; and develops partnerships with funders (including foundations, individuals, and bilateral/multilateral donors) that bring new resources to the Urgent Action Sister Funds and to feminist activists worldwide. A member of the Weaving and Activation Team that acts as the team managing the consortium of the Urgent Action Sister Funds, the Sister Funds' Partnerships Facilitator will provide critical support to UAF's fundraising efforts.

CORE RESPONSIBILITIES

- **Drive Proposal Development and Reporting:** Develop content and write proposals and reports for prospective and current donors, respectively in coordination with the Sister Funds (SF) Partnerships Managing Officer. Where appropriate, work with external consultants.
- **Maintain Donor Tracking Systems:** Manage and track all reporting requirements, coordinating with the Resource Mobilization (*Rainmakers*) and Finance staff of each UAF to ensure they can prepare the necessary information according to the established schedule.
- **Support Donor Meetings:** Prepare donor profiles, talking points, and content for meetings or other engagements with current and prospective donors.
- **Lead Prospect Research:** Together with the Partnerships Managing Officer, identify donors to prospect and then develop prospecting profiles and likelihood matrices for each donor.
- **Inform *Rainmaker* priorities** and support the creation of effective, intentional donor engagement strategies in partnership with the Communications core group and the Leadership and Governance group of the Urgent Action Sister Funds.

QUALIFICATIONS/REQUIREMENTS

Areas of Expertise

- A critical understanding of feminisms, social justice, and human rights issues facing women, trans, gender non-binary, and intersex people
- Demonstrated ability to write compelling proposals and reports to donors, based on at least three years of experience doing so for non-profit organizations or other related or relevant entities that seek funding for their work
- An understanding or experience of working on protection, collective care, or other related issues to security and protection (digital, physical, etc) is desirable
- Experience working with project management tools to map workflows, identify responsible staff, and manage deadlines on collaborative work.
- Knowledge of feminist, human rights, climate and/or humanitarian funding institutions and their philanthropic priorities.
- Proficiency in technological platforms - Microsoft Office Suite and Google applications, cloud-based document storage systems, project management tools, experience with and/or knowledge of donor management databases (e.g. Salesforce, CiviCRM, Raisers Edge, etc.).

Skills

- Relationship building – with donors, peers, and staff
- Written communication – clear and compelling writing on issues central to UAF’s work (e.g. collective care, human rights and social justice grantmaking, feminist philanthropy); including stories of impact and data visualization
- Strategic thinking – ability to analyze philanthropic landscape and inform UAF’s outreach and engagement strategy.

Work Expectations

- Ability to travel internationally as required
- Comfort with working across cultures and time zones
- The Partnerships Facilitator should be from and based in the Pacific or Asia, and should be willing and able to work remotely.

Reports To

- Urgent Action Funds' Partnerships Managing Officer

COMPENSATION

- This position is full-time at 40 hours/week
- This position is remote and will be hosted by Urgent Action Fund Asia & Pacific.
- Salary and benefits: 40-45k USD for the total salary and benefits package, dependent on experience

ANTICIPATED START DATE: January 12th, 2026

HOW TO APPLY:

To apply, please send the following to recruitments@uafanp.org:

1. Your updated CV or resume
2. A cover letter stating your interest in and qualifications for the role.

Please send your complete application to recruitments@uafanp.org with the subject line "Partnerships Facilitator Application" before or by 30 November 2025.