



Human Rights Funders Network

POSITION DESCRIPTION

Manager, Research Initiatives

November 2017

ORGANIZATION OVERVIEW

Human Rights Funders Network (formerly International Human Rights Funders Group – IHRFG) is a global network of grantmakers committed to advancing human rights through effective philanthropy. The network comprises approximately 350 grantmaking institutions around the world.

Human rights movements are at a critical juncture amid global trends of rising authoritarianism and increasing restrictions on civil society and its ability to access funding. HRFN supports philanthropy to effectively resource human rights work and movements by fostering learning and collaboration among funders and promoting the incorporation of human rights principles across philanthropic sectors. As philanthropy has diversified and taken steps to increase accountability and transparency, we have witnessed exciting shifts in our network, including greater representation of Global South-based funders and increased interest in radically transforming grantmaking practices.

POSITION SUMMARY

The Research Initiatives Manager leads HRFN's work to build knowledge about and influence the field of human rights philanthropy. The position will oversee the *Advancing Human Rights* initiative, which maps the field of human rights philanthropy and presents case studies that demonstrate the diversity and breadth of human rights funding. The Research Initiatives Manager will also identify opportunities for new research and knowledge-creation in partnership with our members and other donor networks.

The Human Rights Funders Network is a small staff of six; the ideal candidate will thrive in a close-knit team environment. Reliability, integrity, flexibility, a quick mind, a roll-up-your-sleeves attitude, and a sense of humor are strongly valued.

This position's key areas of responsibility are to:

Develop research and knowledge initiatives

- Oversee the *Advancing Human Rights* initiative, including collection and analysis of member grantmaking data and the identification of trends and gaps in human rights funding
- Develop tools and resources that distill learnings, new models, and promising practices from HRFN members
- Undertake new and complementary research initiatives in partnership with members and colleague donor networks

Work collaboratively with members to utilize research, embrace best practices and influence the field

- Coordinate dissemination of HRFN research and resources and support funders to utilize the tools to inform their work through presentations, discussion groups, and training sessions

- Engage new stakeholders and audiences for the *Advancing Human Rights* initiative and other resources
- Amplify the work, best practices and lessons learned of members to support effective human rights grantmaking and introduce new funders to the power of funding with a human rights lens

Planning, Evaluation and Fund Development:

- Contribute to annual planning priorities for organization and develop annual goals for research initiatives
- Develop and refine learning and evaluation framework and oversee annual budget for portfolio;
- Support HRFN's fundraising efforts by drafting original content for proposals and reports and conducting donor outreach.

QUALIFICATIONS:

- Knowledge of and commitment to human rights and social justice, and a passion for how philanthropy can be used to advance the cause;
- An excellent project manager, with 5-7 years of experience in translating ideas into concrete products, juggling all aspects from big picture planning to administrative details;
- Ability to think critically, analytically and strategically, and ability to set priorities;
- Excellent written and oral communications skills, including the ability to craft materials for different audiences and to translate research, data and learning into compelling, practical uses;
- Strong relationship management, including experience leading partnerships or collaborative efforts, with the ability to engage with and inspire diverse stakeholders;
- Solid knowledge of Microsoft Office programs, especially Excel;
- Proven ability to work both independently and collaboratively, and to oversee multiple projects on various timelines;
- Willingness to travel approximately 15% time both domestically and internationally;
- Fluency in Spanish a plus.

HRFN is an Equal Opportunity Employer and strongly encourages applications from people of color, immigrants, indigenous people, LGBTQI people, people with disabilities, and other marginalized communities.

COMPENSATION

\$65,000-70,000/year, 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

Please send a cover letter, resume, one example of your work (e.g. a writing sample, a presentation, or a tale of a success or lesson) and references by Friday, December 15th to info@hrfn.org with your name and "Manager, Research Initiatives" in the subject line. Early applications are encouraged.

Ideal start date: February 1st, 2018.

For more information about the Human Rights Funders Network, visit hrfn.org.