



HRFN

Human Rights
Funders Network

Research Assistant - Consultant (remote, 6-months, part-time)

About HRFN

For almost 30 years, Human Rights Funders Network (HRFN) has brought funders together to collaborate, strategize, and advance the field of global human rights grantmaking. Today, we are crafting an HRFN that relentlessly builds toward justice, works with love, and continues to serve as a space for funders to strategize together and with movements.

One area of our work is mapping the evolving state of global human rights philanthropy. Led by HRFN and Candid, in collaboration with peer funder networks Ariadne and Prospera, our [Advancing Human Rights](#) research is the single most comprehensive analysis of where philanthropic money goes for human rights around the world. In our annual research, we unpack which issues get funded and which don't, where human rights issues overlap and intersect, and how funding changes from year to year.

Consultant Tasks

HRFN is looking for a part-time research assistant to support grants data collection and cleaning for the *Advancing Human Rights* research. More specifically, the research assistant will:

- Assist in reviewing and cleaning the annual data set to ensure grants are accurately categorized by regions, issues, populations, and strategies.
- Support outreach to foundations to request grants data, including drafting communication, tracking submissions in Salesforce, and following up with personalized reminders.
- Review grants data submissions to confirm completeness and quality and follow up with foundations on unclear or missing data.
- Maintain up-to-date data contacts in Salesforce and identify and add new contacts.
- Provide ad-hoc support for other research-related work as needed.

Position Details

This is a **six month part-time contract position**. HRFN is a global remote team, so we are looking for someone who can take the initiative to reach out when they need help and troubleshoot issues as they arise. This role requires a dedicated and detail-oriented person who can manage multiple tasks with little oversight. We are also looking for someone who can be a team-player with a willingness to learn and adapt to shifting priorities.

- **Start Date:** End of July 2023, for a duration of six months.
- **Hours:** 20 hours/week, hours and work dates are flexible. HRFN has a Monday-Thursday work week.

- **Location:** Remote, HRFN is a global remote team with staff located on four continents. This role would primarily report to staff in the Eastern Time zone, so some time-zone overlap is ideal. Please note the person in this role will occasionally be required to attend HRFN's weekly staff meeting which is currently scheduled Tuesdays from 10:30am-noon ET.
- **Compensation:** USD \$18 an hour. This is an independent contractor position so does not include any benefits.
- **How To Apply:** Please fill out the [following form](#).
- **Application Deadline:** 15 June 2023, 11:59 PM Eastern Time.

Qualifications:

- Experience with data and information management systems
- Excellent organizational skills and a talent for managing information
- Proficiency with Google Workspace and MS Excel
- Experience with Salesforce
- Strong attention to detail
- Ability to communicate clearly and warmly in writing with a range of audiences and partners
- Highly dependable with ability to be flexible on day-to-day tasks
- Interest in human rights and/or philanthropy
- Ability to work well independently with little oversight and take initiative to ask for assistance when needed, but also work effectively within a team

The consultant will be contracted by Panorama Global, Human Rights Funders Network's fiscal sponsor. Panorama Global is a US nonprofit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.