



Job Opportunity: Operations Associate Fund for Global Human Rights

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THE ORGANIZATION

The Fund for Global Human Rights is a leading supporter of on-the-ground human rights groups around the world. Dedicated to finding and funding the most effective human rights organizations in countries from Africa to South East Asia to Latin America, the Fund for Global Human Rights offers grants and facilitates technical support to ensure the long-term effectiveness and viability of frontline groups working in challenging conditions with scant resources.

Since 2002, the Fund has awarded over \$45 million to more than 350 human rights organizations across the globe. Grantees work on a wide range of issues from indigenous land rights in Guatemala, to women's rights in Morocco, to accountability for war crimes in West Africa, to discrimination against HIV positive people in India. The Fund currently maintains grants programs for rights groups based in eighteen countries around the world. For more information, please visit www.globalhumanrights.org.

THE POSITION

The Fund is creating a new position for a staff member whose skills can support the administrative and financial operations of the organization. The winning candidate will work closely with the Vice President for Operations and have the opportunity to learn the full scope of organizational operations.

Essential Duties of the Position:

Office Administration

- Working with the operations team, develop and implement systems to make the organization run smoothly, effectively and efficiently
- Maintain positive and cost effective relationships with vendors
- Ensure compliance for organizational filings related to insurance and business regulations
- Assist with office relocation preparations and management

Financial Management

- Carry out routine bookkeeping duties
- Maintain strong systems for on-going accounts payable, vendor invoices, and petty cash
- Conduct monthly reconciliation of accounting and grant-making database
- Manage the organizational credit card accountants and receipt tracking systems
- Liaise with development and program staff on budgetary questions and financial reporting for donors
- Complete charitable registrations filings for each required state

- Assist in the development of new accounting systems related to the Fund’s UK office

The Fund for Global Human Rights encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Qualifications:

- Strong commitment to human rights
- Associates degree or higher or equivalent work experience
- 3+ years of administrative experience
- Finance/accounting background or bookkeeping experience
- Excellent interpersonal, team building and communication skills
- Ability to successfully manage multiple responsibilities and deadlines
- Highly skilled at problem solving and trouble shooting
- Demonstrated experience in project management
- Proven track record of discretion when working with highly sensitive and confidential information
- Adept in Windows and other typical software systems required; strong database skills preferred, especially Quickbooks, Salesforce and GIFTS
- Fluency in written and spoken English required. Additional fluency in one of the following languages a plus but not required: Arabic, Thai, Russian, French, or Spanish

Additional Qualifications:

- Sense of initiative and humor
- Sensitive to multi-cultural issues
- Ability to work in a small, fast-paced organization that requires flexibility and a hands-on style

How to Apply: Please send a resume and cover letter to: jobs@globalhumanrights.org Mention “Operations Associate” in the subject line.

No phone calls please. No applications will be accepted after Thursday, September 18th.

Applicants are encouraged to apply as early as possible. Salary is commensurate with experience. Generous benefits package. Target start date is November 3rd or earlier if possible.