

**FULL-TIME JOB VACANCY**  
**MIAMI ASSOCIATE**  
**Development and Outreach Department**  
**Miami Office**  
**Application Deadline: Open Until Filled**



**HRW.org**

The Development and Outreach Department of Human Rights Watch (HRW) is seeking a highly motivated and qualified individual to provide administrative assistance to the Miami office. This is a full-time position at 40 hours per week and will require availability to work occasional night and weekend events. The Miami office serves as a base for HRW's fundraising and outreach events in the South Florida area and by managing and stewarding donor relationships across Florida. This entry-level position is based in Miami and reports to the Associate Director based in Miami.

**Responsibilities:**

1. Provide administrative support to the Miami Associate Director, including scheduling, preparing for and taking minutes at meetings, recording and processing divisional finances, making travel arrangements, answering phones, processing mail, maintaining accurate file-keeping, liaising with vendors related to the operational functioning of the office, monitoring office administration budget, ordering supplies, and handling office maintenance and facilities issues;
2. Provide event support for annual dinners, receptions, meetings, briefings and other events throughout the year by identifying and liaising with external partners; creating guest lists; preparing all invitations, materials and mailings; liaising with third party vendors; managing RSVPs; developing preparatory materials for senior staff; and assisting with other tasks as needed;
3. Assist with prospect and donor cultivation and stewardship and relationship management with the Miami Circle of Friends by identifying opportunities to connect individuals to HRW's work, coordinating e-correspondence, contacting donors, scheduling and preparing for donor meetings, and tracking communications;
4. Organize logistical and stakeholder management aspects of events by maintaining key spreadsheets, documenting gifts received, preparing solicitation and acknowledgement materials, arranging and shipping event materials, collating follow-up fundraising reports, etc.;
5. Draft prospect profiles based on research into individual and foundation prospects;
6. Maintain the Raiser's Edge donor database (client management system) by updating Florida donor and prospect records and information, processing gifts from all Florida donors, generating financial reports, lists and queries, updating information, overseeing data entry for special events including the Annual Dinner and ensuring the integrity and confidentiality of the data;

7. Prepare, format and distribute communications and documents, including web content and other social media as relevant;
8. Assist with the recruitment onboarding, and mentoring of interns and volunteers;
9. Provide support for occasional local, national and international advocacy campaigns; and
10. Perform other duties as required.

**Qualifications:**

**Education:** A bachelor's degree in human rights, international relations, social science, or a related field is required.

**Experience:** A minimum of one year of relevant work experience is required.

**Related Skills and Knowledge:**

1. Prior office/administration experience and strong organizational skills are required.
2. Self-motivation and the ability to take initiative, prioritize with minimal supervision, problem solve, and work independently as well as function as a member of a team with staff in multiple locations globally are required.
3. Prior event coordination experience is required.
4. Excellent oral and written communication skills in English are required; proficiency in oral and written Spanish is highly desirable.
5. Excellent organizational and time-management skills with meticulous attention to detail is required.
6. Strong interpersonal skills, including patience and a sense of humor, as well as the ability to work well under pressure while juggling multiple tasks simultaneously are required.
7. Experience with fundraising, community engagement, and/or philanthropy is desirable.
8. Proficiency in computer programs including MS Office applications is required; experience with Raiser's Edge and donor databases is desirable.
9. Strong interest in human rights is desirable.

**Other:** Applicants for this position must possess current US work authorization valid for a minimum of two years from start date.

The flexibility to work some evenings or weekends, as needed, related to event coordination is required.

***Salary and Benefits:*** Salary range starts at \$45,150. Human Rights Watch offers comprehensive employer-paid benefits, including medical, dental, vision, disability and life insurance, an outstanding retirement savings plan and twenty (20) days of vacation per year.

***How to Apply:*** Please apply immediately by visiting our online job portal at <https://bit.ly/2kbqEGO> and attaching a cover letter, resume, and a brief writing sample (unedited by others). No calls or email inquiries, please. Only complete applications will be reviewed and only shortlisted candidates will be contacted.

If you are experiencing technical difficulties with your application submission, please email [recruitment@hrw.org](mailto:recruitment@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

***Diverse teams are strong teams. HRW includes a mix of genders, parents and non-parents, the self-taught and people of multiple races, nationalities, ages and socio-economic backgrounds. We encourage candidates of all races genders, ages, abilities, orientations, ethnicities, and national origins to apply, and welcome those with alternative backgrounds and experiences. HRW is an equal opportunity employer that does not discriminate in its hiring practices and actively seeks a diverse applicant pool.***

***Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.***