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## Sahiyo Nonprofit Governance & Administration Fellowship

*To apply, send your cover letter and resume to [info@sahiyo.org](mailto:info@sahiyo.org).*

[Sahiyo](#), an award-winning organization is dedicated to empowering Asian and other communities to end female genital cutting (FGC) and create positive social change through dialogue, education, and collaboration based on community involvement. By working towards an FGC-free world, we aim to recognize and emphasize the values of consent and a child's/woman's right over their own body. We aim to enable a culture in which female sexuality is not feared or suppressed but embraced as normal. For more, read about [Sahiyo's storytelling](#) and [our history](#).

We are fiscally sponsored by [Empowerment WORKS \(EW\)](#), which is a U.S.-based civic and social change organization advancing a whole-system approach to a sustainable world. EW partners with nonprofit organizations and shares knowledge and best practices to accelerate change through their network, Partners in Empowerment.

**Location:** Remote

**Duration:** 12 months

**Compensation:** This is a part-time fellowship position with a stipend amount of \$500 per month for a total of \$6,000 after 12 months if the Fellowship term is successfully completed.

### **Position Summary:**

The Nonprofit Governance & Administration Fellow will play a crucial role in guiding Sahiyo U.S. through its transition from fiscal sponsorship to becoming an independent nonprofit organization with 501(c)(3) status. This individual will work closely with executive leadership, staff, Advisory Board members, and stakeholders to ensure a smooth and successful transition process. The fellow will provide strategic guidance, project management, and hands-on support to help the organization navigate legal, financial, operational, and governance aspects of the transition.

This position requires approximately **20-25 hours per month for 12 months** as a remote Nonprofit Transition Fellow who is comfortable working with a small but growing organization.

This part-time position will be for someone who can support Sahiyo U.S. programming specifically, though we work globally. As the position is virtual, the individual can be located anywhere within the U.S., but must be comfortable working independently and remotely.

## **Key Responsibilities:**

### **1. Transition Planning and Strategy:**

- Collaborate with Sahiyo's leadership to develop a comprehensive transition plan outlining goals, timelines, and key milestones.
- Conduct research and analysis to identify opportunities and challenges associated with the transition process.
- Develop strategies to mitigate risks and optimize outcomes during the transition.

### **2. Legal and Regulatory Compliance:**

- Guide the organization in fulfilling legal and regulatory requirements for establishing itself as an independent nonprofit entity.
- Assist with the preparation and filing of necessary documents, such as articles of incorporation, bylaws, and IRS tax-exempt status application.

### **3. Financial Management:**

- Work closely with the finance team to establish financial systems and procedures tailored to the needs of the independent nonprofit.
- Assist in developing a sustainable fundraising strategy to support the organization's long-term financial stability.

### **4. Governance and Board Development:**

- Support the Board of Directors in defining its roles, responsibilities, and governance structure.
- Facilitate board orientation and training sessions to ensure effective governance practices.
- Develop governing policies and procedures

### **5. Stakeholder Engagement:**

- Communicate regularly with staff, volunteers, donors, and community partners to keep them informed and engaged in the transition process.
- Foster relationships with key stakeholders to build support and leverage resources for the organization's transition.

## **Qualifications:**

- Bachelor's degree in nonprofit management, business administration, law, or a related field (Master's degree preferred).
- Demonstrated experience in nonprofit management, with a focus on organizational development, strategic planning, and governance.
- Strong understanding of legal and regulatory requirements for nonprofit organizations, including IRS guidelines for tax-exempt status.
- Excellent project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple stakeholders.
- Effective communication and interpersonal skills, with the ability to collaborate and build consensus among diverse stakeholders.
- Commitment to the mission and values of Sahiyo.
- ***Preferred New England-based applicant.***

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