



**NATIONAL NETWORK OF
ABORTION FUNDS**

**Full-Time Position Available:
Operations Director
National Network of Abortion Funds**

Deadline: August 7, 2017 at 11:59 pm PT

Estimated Date to Hire: September 2017

Organizational Overview:

The National Network of Abortion Funds (NNAF) builds power with members to remove financial and logistical barriers to abortion access by centering people who have abortions and organizing at the intersections of racial, economic and reproductive justice. Together with our members, we advocate for cultural and political change to ensure access for people who face the greatest obstacles to abortion access: low-income women, women of color, young women, and transgender and gender nonconforming people. This is an exciting time for NNAF as we grow under new leadership, nurture new funds emerging in underserved areas, deepen our support for funds working within the reproductive justice framework, and co-lead a bold national coalition campaign to increase abortion access by restoring Medicaid coverage for abortion. We are working to make access to abortion a reality for everyone, no matter their resources. We are building a movement, mentoring young leaders, and working toward a world in which everyone can shape their own futures and families. We invite you to join us as the newest member of our dedicated and growing team.

NNAF is comprised of a multi-racial, multi-religious, gender expansive staff of 25, located across the United States. We know how important it is to support our remote staff to maintain connection and cohesiveness as a team. To this end, we ensure weekly one-on-one supervision, face-to-face virtual staff meetings, quarterly in-person meetings, and more.

Reports to: Deputy Director

Status: Full Time, exempt

Compensation: \$80,000-85,000, commensurate with experience.

NNAF also provides a comprehensive benefits package with health and dental insurance, generous vacation and sick time, retirement benefits, and more.

Location: Flexible (must live within an hour of a major airport). Slight preferences for Boston, Chicago, or Philadelphia.

Position Summary: The National Network of Abortion Funds seeks an experienced Operations Director to manage the day-to-day operations necessary to ensure that the organization achieves its objectives by providing leadership for the organization's operational functions. The ideal candidate will have demonstrated and measurable success in managing policies, technologies, and procedures that improve an organization's efficiency and quality of work life, as well as have an approach to operations work that aligns with and serves the organization's mission, vision, and values.

Primary Responsibilities:

- Participates in the management team alongside Deputy Director, Development Director, Communications Director, and Policy Director
- Along with and in support of Deputy Director:
 - advises and provides thought leadership on organizational direction and systems
 - Designs, implements, and maintains knowledge management systems across individual departments as well as the entire organization
- Supervises Operations Manager and IT Manager
- Oversees and/or is responsible for:
 - all internal operations for the organization across staff and locations
 - organizational insurance policies and risk management.
 - integration of secure systems across departments, including secure IT and data systems
 - overall administration of all NNAF business functions, including
 - oversight of asset management
 - leases and maintenance bricks and mortar offices contract management
 - invoicing vendors and supervising administration and consultants
 - quality control in NNAF's human resources, hiring, onboarding, standard training and performance management systems, retention, and off-boarding
 - liaising with legal entities to limit expenditures and take advantage of pro bono opportunities for both the organization and the network at large.
 - shielding Executive Director from day-to-day operational concerns
 - supporting all supervisors in implementation of supervision standards

Preferred Qualifications:

Experience and Skills

- At least three years' experience managing nonprofit operations.
- Highly organized and detail-oriented; must be a self starter.
- Experience developing long-term plans, tracking progress towards goals, and prioritizing and managing multiple projects simultaneously while ensuring deadlines are met.
- Ability to work with diverse staff, board, coalition partners, and member funds with sense of humor and flexibility.

- Self-motivated, resourceful, and creative, and you have confidence with planning, problem solving, and responding to changes related to work and events.
- Experience managing IT staff or implementing a wide range of IT systems.
- Experience with managing HR for 20+ employees.
- Legal education or expertise or extensive experience with risk management in politically targeted organizations.
- Non profit management or business education or experience with managing internal operations of a legal entity or organization.
- Expert at organizing, processing and managing content knowledge and integration of multiple systems.
- Expert technological skills.

Approach

- You are committed to abortion access and full reproductive health care for all.
- You demonstrate a deep commitment to gender, economic, and racial justice for all.
- You are comfortable managing up, down, and laterally. You can effectively manage and coach NNAF board, staff, and fund members/activists in their policy activities.
- You enjoy collaboration and being part of a dynamic, highly productive and integrated team; maintain flexibility and effectively manage ambiguity in a responsive work environment.
- You are self-motivated, resourceful, creative, and able to work without significant day-to-day supervision.
- You believe in bucking the trend through progressive policies to create a new vision for our future.
- You enjoy working with diverse staff and board in an organization committed to racial justice.

NNAF is an equal opportunity employer. We seek to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

As an organization working in solidarity with the reproductive justice movement, NNAF is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+ and trans* people, people who have had abortions, people with disabilities, young parents, people who were formerly imprisoned, people who have received funding for abortions, and people living in the many intersections of these experiences.

We strongly encourage people from these communities to apply.

How to Apply:

Interested applicants should email their resume and cover letter to the National Network of Abortion Funds at: jobs@abortionfunds.org.

Please use this subject line: [First and Last Name] Operations Director

We are interested in candidates who demonstrate strong writing, verbal, technical, and organizational skills and who can speak to NNAF's mission and what it would mean to work at NNAF. Please be sure to

describe your personal connection or commitment to NNAF's mission in your cover letter. Also, mention where you found this posting.

For full consideration, please submit your application by 11:59 pm PT, August 7, 2017
No calls please.

