Position Announcement: National Network of Abortion Funds Seeks Technical Assistance Director

Application Deadline: September 14, 2020 11:59PM CT for full consideration (open until filled)

Instructions: Click the following link abortionfunds.bamboohr.com/jobs and upload your resume and cover letter. If you have any questions or trouble with the application process, send a message to jobs [at] abortionfunds.org

Estimated Date to Hire: December 7, 2020 (must be available for virtual onboarding this week)

Are you looking for us?

You are a leader that believes organizations can be sites where our movements practice liberation. You are dedicated to the power of grassroots organizations, the leadership of those most impacted by abortion access barriers, and understand the technical organizational systems, policies, and procedures needed to build thriving organizations that are rooted in reproductive and racial justice values. You bring deep understanding of and experience with organizational structures and technical assistance needed to support scaling small organizations in sustainably scaling.

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: women with lower income, women of color, young women, and transgender and gender nonconforming people. This is an exciting time for NNAF as we grow, 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 at a time when we are explicitly focused on scaling our network and building the infrastructure of abortion funds to be fully staffed organizations with robust abortion funding budgets.**

NNAF is comprised of a multi-racial, multi-religious, gender expansive staff of 50, 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.

**Title:** Technical Assistance Director

**Supervised by:** Deputy Director of Network Strategies

**Supervises:** Pilot Program Manager (to be hired); Technical Assistance Manager

**Status:** The position is full-time, exempt, salaried.

**Compensation:** $96,500 - $106,400, commensurate with experience, with competitive benefits package

**Benefits:** Best in Class benefits package currently including 100% employer paid health insurance plus 50% for dependents/families, a 5% employer retirement match, 32-hour work weeks, 3 weeks vacation, 13 holidays, generous sick time, and a commitment to professional development.

**Location:** Flexible

**Position Description**
The Technical Assistance Director provides the leadership, strategic direction, management, and coordination for all programs, strategies, and vision for providing Organizational Development programming to member abortion funds. Currently, Technical Assistance coordination and provision is our primary Organizational Development program. You are responsible for the success of implementing NNAF’s technical assistance goals and strategic plan objectives, as well as leading an intensive initiative to scale up the entire abortion fund network. You both oversee strategy for technical assistance implementation across the network, and provides targeted supervision of technical assistance providers for NNAF’s scaling pilot program. You supervise managers, support collaboration across departments, and work in close partnership with the Membership Director and the Deputy Director of Network Strategies in co-leading the design, development, and implementation of organizational plans to scale the network. You are committed to bringing a racial, economic, and reproductive justice lens to traditional organizational development competencies.

Examples of NNAF technical assistance include trainings; coaching; provision of templates, frameworks, and informational tools; as well as a variety of other targeted consultative practices to support abortion funds in building up their programmatic and operation infrastructure.

**Essential Job Functions**

**Leadership of Technical Assistance Programming (approximately 50% of the position)**

- Lead vision and approach for an overall Organizational Development strategy that supports abortion funds with their goals to be more sustainable, values-driven, and anti-racist organizations.

- Abortion Fund Scaling Pilot Technical Assistance
  - In partnership with the Deputy Director of Network Strategies, set strategic vision and suggest innovations, interventions, and pivots based on benchmark tracking and evaluation findings for our pilot program.
  - Oversee a team of technical assistance consultants who will be working directly with a cohort of five abortion funds as part of the pilot program. The consultants will support the funds in building strong organizational systems in
areas including human resources (HR), finance, nonprofit compliance, and board of directors development.

- Collaborate and maintain close communication with NNAF departments to ensure technical assistance provision to the pilot funds that is in alignment with NNAF’s core strategic priority of building values aligned organizations rooted in reproductive and racial justice. This will require oversight, tracking, and connecting with other NNAF Department Directors when appropriate.

- Supervise a pilot Program Manager (to be hired) to implement TA program support throughout the pilot period.

**Network Wide Technical Assistance**

- Set vision and process for any new program design, in partnership with program managers across departments. Serve as a thought partner and give regular feedback to managers as programs are implemented and evaluated.

- Supervise the Technical Assistance Manager to implement technical assistance programs that support abortion funds across the network to be healthy, sustainable organizations.
  - Oversee planning, design, implementation, and evaluation of NNAF’s Technical Assistance coordination and implementation intake process.
  - Oversee planning, design, implementation, and evaluation of the disbursement of the Collective Power Fund, up to $1 million annually in restricted grant funding that NNAF redistributes to abortion fund members.

- Collaborate closely with the Membership Department and the Deputy Director of Network Strategy to ensure cohesive strategy across network building and organizational development programs.

**Management (approximately 25% of the position)**

**Organizational Leadership**

- Serve as a key member of the Leadership Team and leader in the organization and among stakeholders as applicable.

- Prepare and present reports and analysis to the Leadership Team, Board of Directors, and funders, when necessary.
○ Translate organizational values into organizational culture, and support effective coordination across departments.

○ Participate in the development, oversight, and evaluation of the Strategic Plan, create and monitor department budget and annual operating plan.

○ Participate in fundraising efforts and donor solicitation as requested by fundraising staff.

● Department Leadership: Lead a four person team. Develop yearly and quarterly goals and workplans, track progress and outcomes, and ensure clear roles and team processes.

● Supervise assigned staff: Write position descriptions and hire assigned staff. Conduct supervision and evaluations and foster a relationship of mutual feedback. Provide ongoing mentoring to facilitate strategic growth for assigned staff and monitor individual work plans. Conduct necessary performance improvement plans, terminations, and other personnel actions in accordance with personnel policies.

Data Management and Evaluation: (approximately 15% of the position)

● Lead the development of evaluation methods for Organizational Development programs that will ensure that member funds are informing the direction of member support and engaged in advancing NNAF’s strategic priorities.

● Ensure program tracking and benchmarking is up to date, in alignment and coordination with our Technical Assistance program for the entire network. This includes program data tracking and maintenance in our Salesforce database.

● Work closely with our scaling pilot program evaluators on data points and tracking as needed.

Other (approximately 10% of the position)

● Actively participate in required convenings, summits, retreats, and staff meetings, and participate in required virtual staff communications.

● Protect the organization by keeping information confidential.
• Update professional knowledge by participating in educational opportunities approved by NNAF, maintaining networks, and participating in professional organizations as relevant to your role.

• Perform duties required of all staff to support smooth internal operations such as submitting timely expense reports, reimbursement requests, and timesheets.

• Perform other duties as assigned by supervisor.

Travel Expectations
Ability to travel as job requires, approximately six times minimum per year. Travel will primarily be overnight, for approximately 2-5 days, and national. Regardless of where employee lives, and barring travel delays outside of an individual's control, employee must be able to arrive at destination on-time.

Please note: Due to COVID-19, NNAF has suspended all travel to minimize risk of exposure for staff through the end of the year. This applies to all NNAF related work. We will update the travel suspension only when the pandemic significantly improves and conditions become safer.

Benchmarks

• Sets vision for Organizational Development programming for the whole network. Sees the whole of how strategies fit together in the department and organization, offering recommendations as things shift or change, and delegating and empowering the Technical Assistance team to be owners and implementers of our technical assistance system.

• Leads Technical Assistance programming for our scaling pilot which includes oversight of a team of consultants, tracking of key benchmarks, and participation in evaluation efforts as the pilot progresses.

• Leads a team of at least four full-time staff by offering management and leadership development support, tracking quarterly goals, and overseeing up-to-date progress of work plans.

• Submit all baseline work accurately and on time every cycle. Baseline work includes Certify (monthly) or submitting reimbursements within 90 days of expenses, workplanning in Trello (keeping your own annual and quarterly workplan updated and participating in maintaining your department’s), Slack and email communication
(daily), timesheets in ADP (bi-weekly), participating in all staff meetings (monthly) and department meetings, and consistently working core hours.

**Qualifications**

**Job experience requirements**

- 10 years relevant experience, with an emphasis on leading the operations and/or programs at a non-profit, preferably an abortion fund or another small, grassroots organization.
- Five years experience supervising full time staff and consultants.
- Experience developing and implementing organizational development programming and technical assistance support for chapters, affiliates, member organizations, or grantees.
- Experience planning, implementing, and evaluating projects with multi year-long work plans.

**Specific skill sets**

- Budget management and analysis skills
- Excellent training and facilitation skills
- Excellent process design and facilitation skills
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to develop constructive and cooperative working relationships with others and maintain them over time.
- Excellent, detail-oriented project management skills. Can effectively manage managers.
- Demonstrated ability to work effectively in small teams and with external consultants.
- Exceptional ability to communicate complex programmatic detail to a wide variety of audiences
● Demonstrated ability to work effectively in multicultural team settings with diverse project stakeholders.

● Proficiency with Microsoft Word, Excel, Powerpoint, and Google Docs. Willingness to be trained on basic competency with our Salesforce database platform.

● Highly collaborative and able to thrive as part of a dynamic, generative, and fast-moving organizational culture; a stance that balances flexibility and rigor.

Preferred skill sets

● Salesforce database experience

● Experience with various technical assistance methodologies and/or models

Qualities

● Committed to abortion access and full reproductive health care for all.

● Committed to an intersectional framework that includes, but is not limited to gender, economic, and racial justice.

● Ability to enjoy collaboration and be a part of a dynamic, highly productive and integrated team; maintain flexibility and effectively manage ambiguity in a responsive work environment.

● Self-motivated, resourceful, creative, and able to work without significant day-to-day supervision.

● Open to giving and receiving feedback and committed to practicing this regularly.

● Belief in bucking the trend through progressive policies to create a new vision for our future.

● Appreciation of working with diverse staff and board in an organization committed to racial justice.

Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.
• Depending on location, a combination of in-office and virtual office at this time. Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.

• This position is full time, with employee’s regular full time schedule to be approved by supervisor. Regular hours must include attendance during core business hours from 12:00pm – 5:00pm Eastern Time, Monday through Thursday. Occasional work on evenings and weekends as needed.

• Must be able to conduct business in English; however, fluency in languages other than English is a plus.

• Smoke- and drug (illegal or recreational)-free environment.

• Some work at off-site locations may be required; NNAF aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.

• This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to communicate effectively via computer, via phone, and in person.

• This role requires frequent sitting.

NNAF is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. In fact, NNAF actively seeks 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, LGBQ+, and transgender, gender non-conforming, and non-binary 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 encourage people from these communities to apply.