



Manager of Sustainability and Operations

Position Description

Neighborhood Birth Center's (NBC) Manager of Sustainability and Operations supports the organization as part of the core leadership team in the start-up of Boston's first-of-its-kind birth center. **This integral role will provide administrative direction to the organization, helping to build organizational capacity, and build equitable systems to advance the vision.**

Status: 32 – 40 hours with benefits

Salary: \$70,000 annually

Benefits: Three weeks vacation per year (prorated by hours) and paid personal time per year. Additionally, paid personal time per year, dependent care leave, bereavement leave, and holidays. We provide health and dental insurance coverage.

Location: Remote (work from home), with in person meetings and activities. Candidates must be based in Boston or the Greater Boston Area.

Reporting: The Manager of Sustainability and Operations is a key administrator in the organizations, reporting to the Exec Director. NBC is a fiscally sponsored project of Movement Sustainability Commons at Resist, Inc. and the position will be officially hired by and have benefits provided by Resist.

About Neighborhood Birth Center (NBC)

We believe everyone deserves to have a safe and transformative birth experience where they feel a sense of agency and are fully supported in their power. To this end, we are building power with Black, Brown, LGBTQ+, and other marginalized people to design and build a community birth center, a place where this is not only possible but normal. The vision for Neighborhood Birth Center is rooted in the belief that people should have access to a full range of pregnancy care and birthing options. We believe that birth is a sacred process, and when the pregnant person is centered, the experience has the power to transform and heal individuals, families, and communities. Our mission is to offer comprehensive midwifery care throughout pregnancy, labor, birth, and the postpartum period in a safe and comfortable community-based setting. There is a growing demand for out-of-hospital birth options and currently, there is only one community birth center in MA, in the western MA town of Northampton, MA. Neighborhood Birth Center is poised to fill a significant gap in maternity care options for the Greater Boston Area. We are committed to co-locating on a community campus with other values-aligned organizations to build a sanctuary-like space that prioritizes healing and community. We plan to open as a licensed



and accredited freestanding birth center in 2024. As a small nonprofit, staff and board at Neighborhood Birth Center work collaboratively across projects and support all aspects of the work. As an organization committed to interrupting oppressive dominant culture and centering collective healing and solidarity, we are practicing honoring the wisdom of our bodies and experimenting with finding a healthy pace and work culture. We explicitly honor accommodations and accessibility needs.

About the Position

The full time Manager of Sustainability and Operations will join the Executive Director, Policy Director, Program Manager and a soon-to-be-hired Manager of Communications and Engagement. As a startup in an evolving landscape, NBC is committed to a transparent review of the duties and responsibilities of this position as the organization and work progress. This position is currently written to support our work through 2024 and the role has the potential to evolve when the birth center opens.

The person in this role will provide:

- Assistance to the Director:
 - Provide administrative support to the Director (manage emails and calendar, schedule, prepare for, and follow up on meetings with funders, board, other stakeholders, manage travel)
 - Board management: maintain the cadence of board meetings (including including scheduling annual retreat), prepare for meetings, take notes, send out reminders and materials in advance, support next steps after meetings
- Leadership on “people and culture”:
 - Cultivate team building and relational culture at the organization
 - Facilitate development of personnel policies including equitable performance review process, time off practices, and relational feedback
- Development support:
 - Manage the fundraising database and running donor reports
 - Reconcile donations, track down donor info, record donor honoration messages, send tax information, and thank yous
 - Manage folders of grant agreements, reporting deadlines
 - Support appeals and other mailings
- Leadership on business operations:
 - Work collaboratively with Resist to transition NBC to 501c3 operations (out of fiscal sponsorship)



- Curate organization's stakeholder interfaces (respond to online and phone inquiries, develop surveys, forms)
- Participate in financial modeling for clinical operations
- Work w the ED and treasurer to reconcile quarterly P&L statements and support bi-annual budget development and management
- Support mailing, banking, and online payments
- Manage website edits and online shop
- Manage contracts, order supplies
- Process paperwork for annual tax paperwork and state filings

About You

Minimum Qualifications

- Experience working with nonprofit finance and administration
- Strong organizational skills and experience implementing systems for efficiency
- Strong writing, editing, and verbal skills, including the willingness and ability to communicate across a wide range of people
- Serve as a warm first point of contact for the organization, at events and when replying to email, social media messages, and calls
- Ability to work both independently as well as with a range of internal and external partners
- Comfort using a variety of applications and platforms (examples include Microsoft Office, Google Drive, Zoom, Squarespace, Slack, Trello, Miro) and the flexibility and ability to learn new systems and tools that might be unfamiliar
- Alignment with Neighborhood Birth Center's mission, vision, and values

We don't expect anyone to bring all of these skills, but successful candidates will possess a compelling combination of some of the following (and the self-awareness and skill to leverage existing resources and ask for help where they lack experience):

- Knowledge of organizational management, coupled with a deep desire to re-imagine and actively transform away from oppressive organizational systems and practices
- Understanding of what it means to be a Pro-Black organization
- Understanding the contexts of birth justice and reproductive justice movements and be willing to learn more about its history
- Willingness to grow and learn in a start-up organization
- Experience managing complex projects and competing priorities while maintaining high standards of quality and responsiveness
- A personal commitment to racial justice, equity, liberation



- Experience in maternal and child health, public health, community organizing, or movement building
- Commitment to achieving goals through strong project management, facilitation, communication, and administrative and logistics leadership
- Demonstrated success working with partners from diverse life experiences
- Lived experience belonging to communities most impacted by structural inequity
- Experience with somatics or other embodied healing practice
- Fluency or proficiency in a second language

Equal Opportunity Employment

NBC, a fiscally sponsored project of Resist, Inc., is an Equal Opportunity Employer. We strongly encourage people directly impacted by structural inequity including people of color, people with disabilities, and LGBTQIA+ folks to seek employment (or board) opportunities with us. We do not conduct criminal background checks on candidates.

How to apply

Send an email explaining your interest and alignment with the position and a resume to Jessie Laurore at jessie@neighborhoodbirthcenter.org. The posting will remain open until March 31, 2023.