



NATIONAL NETWORK OF
ABORTION FUNDS

Position Announcement: National Network of Abortion Funds Seeks Capacity Building Manager (Network Scaling Manager)

Application Deadline: June 13, 2021, 11:59PM CT for full consideration

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](mailto:jobs@abortionfunds.org)

Estimated Date to Hire: August 30, 2021

Estimated Hiring Timeline:

May 13	Job Posting Opens
June 13	Job Posting Closes
June 21	Conduct Phone Screens
July 5	Conduct Virtual Interviews
July 19	Conduct Final Interviews
July 26	Selection, Reference Checks & Job Offer
August 30	Day One!

Are you looking for us?

You have a passion for infrastructure development and processes that strengthen organizational sustainability. You are a skilled facilitator, collaborative manager, and experienced in bringing a racial, economic, and reproductive justice lens to traditional organizational development competencies. You are organized, detail oriented, comfortable with meeting deadlines, a good communicator, and a skilled problem solver. Working in remote regional and national teams comes easy to you. You are excited to work toward abortion access and reproductive justice alongside our members.

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: Capacity Building Manager (Network Scaling Manager)

Supervised by: Technical Assistance Director

Supervises: Network Scaling Coordinator, Network Scaling Associate

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

Compensation: \$71,120 - \$74,676, commensurate with experience, with competitive benefits package

Location: Flexible

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.

Position Description

The Capacity Building Manager (Network Scaling Manager) is responsible for building network capacity and strategy for organizational development of member funds, with specific emphasis on communities of practice (learning cohorts) to leverage the unique strengths and relationships of our network. The Manager is part of the newly formed Technical Assistance Team, which will eventually be six people. The Capacity Building Manager (Network Scaling Manager) works primarily with leaders in member abortion funds, and technical assistance providers for our scaling pilot program. They have an overall interest in infrastructure development and processes that strengthen fund sustainability, and support abortion fund change management as they grow into having staff, robust organizational budgets, and developing thriving organizational cultures. They supervise assigned staff, support collaboration across departments, and work in close partnership with the Technical Assistance Manager and the Technical Assistance Director in supporting the design, development, and implementation of organizational plans to scale the network. The Capacity Building Manager is 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 operational infrastructure.

Essential Job Functions

Network Scaling Cohorts (approximately 45% of the position)

- Leads the design, implementation, and evaluation of communities of practice for funds in scaling mode, ensuring that funds in the scaling pilots and cohorts connect on coordination and strategy, problem solving, mapping knowledge, and identifying gaps:

- Develop & deepen the network's understanding of organizational development, in collaboration with consultants and other NNAF staff. Topics will include values alignment, finance, human resources, board development, program design, and non-profit legal requirements.
- Implement strategies to strengthen leadership pipelines and targeted support to leaders across the network.
- Center accessibility and inclusion in program design, using frameworks such as language justice, community safety, childcare, and accessibility accommodations.

Technical Assistance Programming and Systems (approximately 25% of the position)

- Work with the other departments to provide support to our membership through NNAF convenings, programs, trainings, and capacity building and organizational development support.
- Support strategy and content development for all Technical Assistance Department programs in collaboration with the Technical Assistance team. Support the creation of project plans, and participate in project management tracking of tasks.
- Support the Technical Assistance Director in tending to multiple flows of communication and coordination: from the leadership team to the Technical Assistance Team, between other departments and the Technical Assistance Team, and amongst staff on the Technical Assistance Team.
- Lead quarterly communication about Operation Scale Up and monthly communication about organizational development efforts and resources to the full network.
- Support tracking of all Technical Assistance programming for the scaling cohorts and the network, including supporting the Technical Assistance Director in up to date tracking and analysis on key benchmarks through Salesforce data maintenance.
- Collaborate with Technical Assistance Team to help build the capacity of abortion funds in their organizational development efforts. Provide ongoing technical assistance to abortion fund leaders with strategic assistance, organizational development resources, and guidance for challenging questions and situations. Participate in one-on-ones with funds.

- Support Technical Assistance Team virtual activities, such as webinars, trainings, and web meetings / conference calls, through potential roles such as notetaker, facilitator, and/or tech support during calls.
- Support Technical Assistance Department Retreats with agenda input and facilitation support. Support the Network Scaling Associate with logistics coordination.

Management (approximately 20% of the position)

- Department Leadership: Collaborate with and support the Technical Assistance Director in effectively implementing department work plans.
- 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.
- Team Leadership: Collaborate with and support the Technical Assistance Director in effectively implementing team & department work plans.

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

- Leads the design, implementation, and evaluation of communities of practice for funds in scaling mode, ensuring that funds in the scaling pilots and cohorts connect on coordination and strategy, problem solving, mapping knowledge, and identifying gaps.
- Support strategy and content development for all Technical Assistance Department programs and activities in collaboration with the Technical Assistance team.
- Manage the Network Scaling team by setting strategy through creating quarterly goals and activities, supervising and supporting the leadership development of 1-2 staff, and maintaining updated workplans in Trello.
- 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

- One or more years of experience developing and implementing programming and technical support for chapters, affiliates, or member organizations, with a particular focus on organizational development needs of grassroots, direct service nonprofits.
- One or more years of experience planning content and network/cohort building that support grassroots organizations that range in size and scale.
- One or more years of experience planning, implementing, and evaluating projects with year-long work plans.
- One or more years of experience in supervision.

- Track record working within communities of color and/or people affected by economic precarity.

Specific skill sets

- Excellent training and facilitation skills, including remote and in person facilitation of things like coaching calls, conference calls/video meetings, working group meetings, workshops, working groups, plenaries, and convenings, with the ability to read the energy of the room (or call) and pivot as needed.
- Project planning and management: creative, proactive, and resourceful approach to planning and strategy formation for short and long term projects, including strong analytical and problem-solving skills.
- Demonstrated success in relationship-building both one-on-one and in groups, good communicator with good judgment, political sensitivity, savvy, and ability to empathize with others.
- Highly collaborative and able to thrive as part of a dynamic, generative, and fast-moving organizational culture; a stance that balances flexibility and rigor.
- Strong writing ability, reading, and comprehension skills and willingness to absorb considerable amounts of reading materials.
- Proficiency with Microsoft Word, Excel, Powerpoint, and Google Docs. Willingness to be trained on basic competency of our Salesforce database platform.
- Patience, unflappability, comfort with complexity.
- Ability to work independently.
- Budget management and tracking.
- Management and supervision: Ability to work with and supervise people who have different styles, effectively delegate tasks, and be both an excellent individual contributor as well as an excellent manager.

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, LGBTQ+, 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.