

The Reproductive Health & Women's Rights Collaborative Operations and Strategy Manager (Remote)

The Reproductive Health & Women's Rights Collaborative (RHWRC) seeks an Operations and Strategy Manager to play a key role in a pivotal fund, with deeply committed funders and experts who are ready to take on daunting challenges and make real progress on reproductive and gender equity.

A Pivotal Movement for Women Everywhere

Women are activating their collective power: from the Women's Marches and #MeToo to the record number of women running for and holding office. Developments in technology mean healthcare can be centered around women in new ways.

At the same time, we are facing tremendous challenges. Extreme, restrictive policies at the national and state levels are making it alarmingly difficult for women to access the healthcare they want, need, and deserve. Over the next few years, further restrictions on abortion and healthcare access and potential cuts to the Affordable Care Act are expected. These cuts are a direct challenge to *Roe v. Wade* and would limit contraceptive access for millions of women.

Founded in 2018, RHWRC is a funder collaborative that recognizes that we are at a critical moment in the United States. The current landscape demands new funding to support urgent and significant advances for reproductive and gender equity; to become a nation in which every woman has the knowledge, resources and power to shape her own life.

First and foremost a partnership, RHWRC prioritizes listening to the field — and each other. By collaborating and pooling funds, it will be able to place strategic bets and move faster to support partner organizations. RHWRC is focused on testing and trying new approaches, responding to shifting needs, and looking farther ahead.

The Task Ahead: Building Lasting Impact through An Inclusive Approach

While the current attacks are urgent, RHWRC is also advancing a forward-looking agenda that includes:

- Building strong and diverse coalitions that result in a range of policies that enable all women to thrive, especially low-income women and women of color.
- Ensuring access to quality, stigma-free reproductive healthcare, including contraception, sexual health services and abortion services.
- Establishing a progressive judiciary at all levels and creating proactive legal strategies that advance women's rights, including reproductive health.

A diversity of lived experiences drives RHWRC's strategy and work. RHWRC is committed to listening to a diversity of perspectives and ensuring equity is woven throughout our work.

In addition to broad national efforts, RHWRC will invest deeply in a set of focal states with potential to create meaningful progress on the ground: Georgia, Michigan, New Mexico, and Texas. Of the US



population, these states collectively serve more than 20% (four million) of black and Latinx residents living in poverty, more than 25% (two million) of uninsured women, and 10% (350,000) of women who use Title X funding.

RHWRC seeks to raise \$100 million annually in new funding to support its vision and to deploy grants that support select, transformational opportunities.

RHWRC's current funders include the David and Lucile Packard Foundation, the JPB Foundation, the Ford Foundation, the Charles and Lynn Schusterman Family Foundation, and Acton Family Giving, among others. With several years of funding already committed, RHWRC will be a driver of change for years to come.

The Opportunity

The Reproductive Health and Women's Rights Collaborative seeks an experienced and committed Operations and Strategy Manager to accomplish its strategic goals by developing and managing the team's operations and implementing the strategic plan. The Operations and Strategy Manager will play a key role in a pivotal fund and have the opportunity to partner with deeply committed funders, the field, and other experts to achieve RHWRC's vision. Reporting directly to the Executive Director, the Operations and Strategy Manager will be expected to develop, facilitate and implement policies and practices to manage the RHWRC team, finances, communications, operations and other components related to successful implementation of the strategic plan. RHWRC is a virtual workplace and operates as a sponsored project of Rockefeller Philanthropy Advisors (RPA). This position will work remotely.

Team Management and Collaboration

- ❖ With the Executive Director, facilitate the work of staff and consultants to ensure RHWRC is achieving its goals.
- ❖ Work with the Executive Director and consultants to design and execute Advisory Committee and other funder meetings, including working with the funders and RHWRC team to develop agendas and materials and ensure the execution of all logistics.
- ❖ Work with the Executive Director and team to develop an operations plan that meets the goals of the strategic plan and ensures that teamwork is aligned and moving toward those plans and priorities.
- ❖ With input from the team, develop work plans, charts and other organizing tools that synthesize dense information into manageable responsibilities by team member.
- ❖ Manage the team's meeting flow (with the Operations Associate), including leading team meetings, retreats, and other interactions.
- ❖ Work with the Executive Director to develop and implement RHWRC's organizational chart, including ensuring the expertise and skills of current and new staff and consultants are meeting RHWRC's needs, and the values of diversity, equity and inclusion.

Financial Management

- ❖ With fiscal sponsor, RPA, manage RHWRC's budget and financial systems, including planning and projections (operational and grantmaking), annual approval, cashflow, and quarterly reconciliation of financial statements.
- ❖ Develop budgets and budget narratives for the Executive Director and RHWRC funders.
- ❖ Review consultant and vendor contracts and invoices to ensure alignment with budget.



Operations

- ❖ Manage the relationship with fiscal sponsor, RPA. Work with RPA on human resources, safety and security and other services provided to RHWRC.
- ❖ In collaboration with the Senior Program Officers, develop grants management processes that align with RPA's procedures and reflect the values of RHWRC.
- ❖ Manage relationships with RHWRC's lawyers, both at RPA and externally.
- ❖ In collaboration with the Director of Philanthropy, develop a system for managing funder engagement and cultivation.
- ❖ Create and manage all internal working protocols and systems, including, updating a virtual office policy manual, an employee handbook (for items not covered by RPA's handbook), document management protocols, professional development supports, systems for collaboration, etc.

Communications

- ❖ Manage the development of the communications plan, including working with consultants and funder partners on brand identity, external materials and rapid response capacity, and maintaining and updating a website (these communication tools are currently in development).
- ❖ Review and update systems for managing internal and external communication.

The Candidate

The Operations and Strategy Manager will be an engaged and passionate individual who will emphasize teamwork and cooperation to solve the most pressing issues facing women today. Working in close conjunction with staff and consultants, the Manager will not just help RHWRC hold the line, but will help make real progress on reproductive and gender equity. Unafraid of daunting challenges, the individual will mirror RHWRC as a stubborn optimist that believes concerted philanthropic action, in partnership with field leaders and organizations, can reshape the country now and for decades to come.

The ideal candidate will possess:

Background

- ❖ At least 10 years of related professional experience with strong management responsibilities.
- ❖ Bachelor's Degree required.
- ❖ Experience managing a Foundation program area or working as a COO or Chief-of-Staff is a plus.
- ❖ Experience in philanthropy, grantmaking and board management a plus.

Skills and Accomplishments

- ❖ Demonstrated organizational skills, efficiency and commitment to accuracy and excellence.
- ❖ Experience developing new and integrated processes for multiple aspects of organizational work, including program and operations.
- ❖ Expertise at meeting management - strong planning, execution and facilitation skills for several interconnected meetings, including the integration of strategy, decisions, agendas and materials.
- ❖ Expertise in the full cycle of budget management.
- ❖ Experience managing a team, consultants, vendors, and other service providers.



- ❖ Expertise in communication plans; experience working with branding, website, and materials development is a plus.
- ❖ Experience integrating diversity, equity and inclusion into a project's culture.

Personal Characteristics

- ❖ Skilled communicator; poised and calm in uncertain situations.
- ❖ Consummate juggler; able to continuously reprioritize while moving work forward.
- ❖ Commitment to reproductive and gender equity, including the right to abortion.
- ❖ Experience in a start-up and/or remote work setting preferred.
- ❖ A sense of humor –always important, given the hard work we do.

Rockefeller Philanthropy Advisors, as fiscal sponsor to RHWRC, is an Equal Opportunity Employer. We are seeking a diverse slate of candidates for formal consideration.

To Apply

Development Resources, *inc.* is assisting the Reproductive Health & Women's Rights Collaborative in this recruitment. DRi is an executive search and development consulting firm that recruits senior leaders and works with them to build talented teams, create bold strategic plans, and design powerful fundraising programs.

Questions, résumés, and CVs can be submitted at <https://driconsulting.com/available-positions/> or via email to search@driconsulting.com. All first-round interviews will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

