

a project of Tides Center

Title: CCRF Director
Reports to: Executive Committee
Status: Full-time, salaried plus benefits
Location: Remote (in-state California)
Start Date: **November, 2021**

California Coalition for Reproductive Freedom (CCRF)

CCRF is a statewide coalition of more than 40 organizations working to protect, defend and advance reproductive freedoms for California's cis and trans women, youth, LGBTQ persons, low-income individuals, people of color, and residents of rural areas. CCRF supports and facilitates member-driven initiatives including strategic communication, collaboration and collective policy advocacy. CCRF member organizations represent diverse constituencies, strategies, and approaches, and have worked in all arenas in which California public policy is made: legislative, budgetary, regulatory, administrative, judicial, and ballot initiatives.

CCRF is guided by the leadership of an Executive Committee (EC) composed of early-career and seasoned reproductive justice and rights advocates voted into their positions by the full membership. CCRF is funded by a combination of foundation grants, private donations, and membership dues.

Position Summary

California Coalition for Reproductive Freedom, a fiscally sponsored project of the Tides Center, is looking for a *CCRF Director* to ensure effective fundraising, leadership and operations on behalf of the Coalition. The CCRF Director is the main liaison with the Tides Center, who support the Coalition's HR, financials, and operational systems. This position requires deep experience with non-profit management, including coalition network management, budget preparation, fundraising and development, board/EC development, and staff leadership development. The CCRF Director will plan and facilitate Executive Committee meetings and full membership meetings. The CCRF Director is responsible for supervising the current Operations Manager and hiring and supervising new staff.

Qualifications

You must be an independent worker, able to set and keep deadlines aligned with traditional non-profit organization management. You must have outstanding interpersonal skills, appreciation for different viewpoints, and a talent for working well with diverse people and organizations. You are a professional who is steeped in sexual and reproductive health, gender and LGBTQ+ rights and justice policy and programs, as well as the funding landscape for this work. CCRF heavily relies on the principles of reproductive justice and believes that leadership development of staff, young people and seasoned leaders is essential to a robust and sustainable movement for reproductive freedom. Three to five years in a senior leadership position in a non-profit is required.

Scope

Development (35%)

- Draft proposals and LOI templates with clear organizational goals, objectives and strategies that present CCRF's value within California and on a national scale.
- Cultivate new and expanded relationships with current and potential funders.
- Implement a development plan and raise a working budget annually with the support of the Executive Committee.
- Work with the Executive Committee to identify new or improved paths to funding sources.

Programs (45%)

- Coalition management, holding the key stakeholder relationships.
- Setting agendas and facilitating five (5) membership meetings.
- Ensuring Executive Committee meetings are scheduled, agendas are set and action items are followed-through upon.
- Maintain clear and consistent external communication and membership marketing efforts through multiple mediums, including, but not limited to membership newsletters, website, social media and listservs.
- Strategic planning and visioning with the Coalition membership and Executive Committee.
- Coordinating Coalition member-driven work groups, including the Reproductive Freedom Week committee.

Operations (10%)

- Manage coalition finances including annual budget development and planning and working with fiscal intermediary (Tides Center) to monitor CCRF financial activity.
- Assess and improve internal functions and systems to facilitate communications and interactions among membership, stakeholders and funders.
- Provide oversight and guidance to member committees and

projects.

- Oversee systems for tracking membership activities, including participation at meetings, payment of dues.

HR/Staff Management (10%)

- Provide supervision for current Operations Manager, with weekly meetings and semi-annual performance reviews.
- Write job descriptions and conduct search, including advertising, sourcing and communications for any new positions.
- Attend annual performance reviews conducted by the Executive Committee.

Knowledge, Skills and Abilities

- Leadership experience, particularly collaborative, coalition or team-based experience.
- Track record of successful management of people, finances and programs, including peer-level colleagues; staff; board members; etc.
- Passionate commitment to the importance of reproductive and sexual health, rights and justice.
- Proven expertise and/or knowledge of public policy and grassroots engagement in policy advocacy.
- Fundraising experience, especially with formal philanthropic institutions.
- Excellent written and verbal communication skills.
- Proficient in using and continuing to learn new technology to manage coalition work (information management; communications, etc).

COMPENSATION AND BENEFITS

This position offers a competitive salary range of \$80 - 85,000 for 75% FTE and robust benefits including medical, dental, retirement and family leave. More details can be provided upon request

WORK ENVIRONMENT

- Ability to work in an office environment. Sitting/standing at a desk for 6 hours.
- Able to work with a virtual team and travel when needed, post-COVID restrictions.

HOW TO APPLY

Please submit your cover letter and cv, plus 3 references to EC@reproductivefreedomca.org by September 10th.

CCRF, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.