



Call for Public Affairs and Communications Manager

The Society of Family Planning advances a vision of just and equitable abortion and contraception informed by science. By leveraging the powerful tools of science and medicine, we hope to ensure: 1) abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and 2) all people have access to evidence-informed and person-centered abortion and contraception, including people whose access to care is constrained by systems of oppression.

To achieve our vision and desired impacts, we focus on the following strategies, as described in our [2023-2028 strategic plan](#):

1. Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception,
2. Supporting the production and resourcing of research primed for impact,
3. Organizing and leveraging research primed for impact,
4. Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities,
5. Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
6. Aligning the organization's governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life.

Role description

Overview

We seek a motivated, strategic, and detail-oriented individual with exceptional communication skills to support the newly created public affairs programming at the Society; the Public Affairs and Communications Manager will have knowledge of abortion and contraceptive spaces, employ an innovative and highly organized mindset to engage in creating, writing, editing, and managing the Society's written and digital content, as well as serve as a coordinator for media engagement. This role will serve as a critical convening point of organization-wide teams and their programming, working directly with the Senior Director of Public Affairs and Advocacy to create robust proactive communications while engaging in ground-up development of new programming within a strong and consistent organizational brand.

This is a remote position open to candidates living in the US. We anticipate that this position will involve 10% travel. This position reports to the Senior Director of Public Affairs and Advocacy.

Specific responsibilities

Responsibilities include, but are not limited to, the following:

1. Create and manage Society communications (45%)
 - Manage and enhance the Society's weekly newsletter through staff engagement, creative thematic planning, and highly skilled writing and editing.
 - Draft written statements, positions, and policies while employing a cohesive voice and branding
 - Manage and edit the Society's style guide, supporting staff in consistent usage
 - Drive the development of engaging organizational content including PowerPoint presentations, PDFs, and other written and digital materials
 - Assist with the presentation of developed content upon request
 - Coordinate and collaborate on content creation across the Society ensuring alignment with the Society's Strategic Plan, Style Guide, and consistent messaging and branding.
 - Work in collaboration with external consultants as needed
2. Assist in Public Affairs and Advocacy Program building and integration (35%)
 - Create systems and processes for organizing newly created programming, including tracking key federal and state legislation
 - Serve as a touch point for cross-team coordination and engagement
 - Collaborate across teams to monitor and grow the Society's brand
 - Coordinate and assist in collaboration with Society members and committees as well as partner organizations
 - Build the capacity of existing staff to be familiar with and understand organizational voice and brand
 - Stay abreast of news and other public activity related to the Society's work
3. Manage Media Engagement (10%)
 - Draft press releases and other materials to promote the Society's work
 - Serve as administrative coordinator for media requests
 - Organize and manage media engagement at the Society's Annual Meeting
 - Work closely with Senior Director of Public Affairs and Advocacy to develop and execute media strategies that support advocacy goals
4. Tracking and Evaluation (10%)
 - Oversee the tracking of media engagement and other public affairs programming
 - Interpret monthly Altmetric reports and make recommendations for data-based adjustments
 - Engage with the evaluation team to optimize data collection and organizational learning
 - Routinely reviewing the Society's core identity questions to ensure alignment with best practices.

Qualifications

Highly qualified applicants will meet many of the qualifications below:

- Deep commitment to and passion for diversity, equity, inclusion, and reproductive justice.
- Exceptional interpersonal, written, and verbal communication skills.
- Ability to work independently and collaboratively.
- Highly detail-oriented with enthusiasm for creating systems for organization.
- Flexible and able to adapt work in response to emergent public events impacting abortion and contraception including legal cases and key legislation.
- Comfort with asking questions and enthusiasm for incorporating the wisdom of others.
- Enthusiasm for innovation and experimentation around programming.
- Experience bringing programming to life, elevating existing plans, and cultivating excellence in execution.
- Ability to support colleagues in content creation and communications.
- Collaborative and solutions-oriented, with a passion for working with others to identify pragmatic, equitable, and sustainable ways to tackle big and small challenges.
- Ability to juggle competing demands and meet deadlines without sacrificing quality.
- Willingness to pitch in as needed as we are a small nonprofit and everyone contributes to necessary administrative work.
- Self-aware and responsive to one's own learning edges; able to acknowledge and learn from mistakes.
- High level of computer literacy, including confidence using (or learning to use) Microsoft and Google suite, Airtable, Asana, Box, Slack, and other digital tools.
- Commitment to the Society's [strategic plan](#) and [DEI Vision](#).
- Fully vaccinated and boosted against COVID-19.

Salary and benefits

The salary range for the position of Public Affairs and Communication Manager is \$80,000-\$90,000 at full-time, depending on qualifications and experience. The Society offers a generous benefits package including:

- Medical, dental, and vision insurance (100% individual premium covered, 50% dependent premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increases with tenure
- 16 paid holidays

- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- \$1,500/year professional development funds
- \$300 remote work stipend at hire
- \$150 remote work stipend after the first year
- \$100/year for expedited travel clearance programs
- Up to \$50 monthly internet reimbursement
- Medical FSA and dependent care FSA

Application process

Interested candidates should upload a resume or CV and a one-page statement of interest [here](#). In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following:

- Please share a time when your exceptional organizational skills helped a team achieve its goals.
- Share a time that you have managed a collaboration with many people with different positions. What worked best? What would you do over if you could?
- What are two ways that you could use your role as Public Affairs and Communications Manager to support the advancement of the Society's [DEI Vision](#)?

Application materials should be submitted in one PDF [here](#) by February 1, 2024.

Applicants are encouraged to submit applications as early as possible and applications will be reviewed on a rolling basis. No phone calls please.