



Position: Director of People Operations and Organizational Health

Organizational overview

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 that abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and that 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

We seek an independent and thoughtful professional to lead and implement strategy six of our strategic plan: aligning the organization's governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life. This person will be responsible for three overarching areas of work: 1) leading, implementing, and evaluating all aspects of people management for approximately 25 employees across 14 states, 2) overseeing the implementation of the financial and administrative operations of the organization, and 3) advancing organizational health.

This is a remote position and open to candidates living in the US that are within one hour of a major airport. It is anticipated that the person in this position will travel approximately 10% of the time. This position reports to the Executive Director and supervises the Director of Finance and Administration.

Specific responsibilities

Lead, implement, and evaluate all aspects of people operations - 70%

Activities include, but are not limited to:

- Lead, implement, and evaluate all aspects of people operations, using the [strategic plan](#) and [Diversity, Equity, and Inclusion Vision](#) as a guide;
- Develop and implement initiatives to promote a culture which fosters engagement, camaraderie, collaboration, and clarity in a remote environment;
- Lead the recruitment and annual review process, ensuring the organization recruits and retains values-aligned, effective employees and that there is no racial bias in recruitment, retention, or promotions;
- Lead the onboarding of new employees and separation for exiting employees;
- Conduct periodic reviews of employee compensation and benefits and recommend updates when needed;
- Ensure materials such as onboarding materials and the employee manual are routinely updated;
- Maintain up-to-date job descriptions and ensure alignment between description, employee, and manager;
- Oversee administration of employee benefit programs, ensuring competitive offerings that are in compliance with federal and state regulations and emerging best practices;
- Coordinate routine required trainings on DEI, management, sexual harassment, and others;
- Answer employee questions about organizational policies and benefits;
- Provide guidance and support to the Executive Director and all people managers on people management policies, procedures, and best practices;
- Serve as a touchpoint for employee concerns and feedback;
- Respond to and manage any concerns regarding internal community standards;
- Facilitate ongoing analysis of and reflection on people management practices by identifying and prioritizing strategic questions, leveraging the Society's commitment to organizational learning, ongoing data collection related to human resources, and evaluation resources; and
- Stay abreast of best practices as described by organizations such as the Management Center, SHRM, and Blue Avocado, recommending adjustments to practices as needed.

Oversee the implementation of the financial, administrative, and digital operations of the organization - 20%

Activities include, but are not limited to:

- Work closely with the Director of Finance and Administration to ensure timely, clear, and accurate preparation of budgets and compliance with organizational financial policies;

- Work closely with the Director Finance and Administration and external consultants to oversee administration and digital operations; and
- Supervise the Director of Finance and Administration through one-on-ones, stretch assignments, effective and ongoing feedback, and review of work products.

Advance organizational health - 10%

Activities include, but are not limited to:

- Work in partnership with the Executive Director to develop and implement the organization's operational program plan, lead the operations team, and ensure ongoing learning about the organization's progress at leveraging its resources in support of the organization's health;
- Contribute to planning and implementing our annual scientific meeting; and
- Share transparent learnings and reflections internally and seek to learn from others experiences and perspectives.

Qualifications

Highly-qualified applicants will meet many of the qualifications below, and have clarity on areas that are ongoing growth areas. In general, we seek a team member who brings:

- Proven experience as a people manager leader with at least five years working independently at a director-level role, preferably in nonprofit environments.
- Thoughtful planner and implementer with the ability to align people management initiatives with our strategic plan, DEI Vision, and internal capacity.
- Thorough knowledge of employment laws, regulations, and best practices in remote organizations.
- Palpable commitment to the Society's vision, missions, and programs.
- Solutions-orientation, with a passion for identifying pragmatic, equitable, and sustainable ways to tackle big and small challenges.
- Ability to juggle competing demands and meet deadlines while maintaining quality
- Track record of inspiring and motivating teams to meet goals and be accountable to goals.
- Ability to make and communicate difficult decisions with empathy and clarity.
- Ability to listen to and engage with employees' needs and concerns; welcomes feedback and incorporates it to improve processes, procedures, and programming.
- Ability to build and sustain authentic relationships across lines of difference.
- High level of computer literacy, including confidence using Google Apps, Box, Zoom, Word, Excel, Slack, and Adobe software tools.
- Ability to work independently and with remote teams; must live within an hour of a major airport.
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes.

Salary and benefits

The salary range for this position is \$120,000-150,000. 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 increase 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 statement of interest [here](#). In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following in *one* page:

- Based on your read of the [strategic plan](#) and [Diversity, Equity, and Inclusion Vision](#), what do you see as the role of people management at the Society?
- You have ample experience ideating and implementing programming that supports people management in organizations. As you look over that body of work, what one or two things pop for you as key to making your work successful?
- Looking over the job description, what activity do you hold the most hesitation about leading and implementing, and why?

Application materials should be submitted in one PDF [here](#) by **March 22, 2024**. Applicants are encouraged to submit applications as early as possible and will be reviewed on a rolling basis. Informational interviews are not offered to ensure equity in the application process.