



## Call for Operations and Contracts Manager

### 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 aim 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.

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

The Operations and Contracts Manager plays a critical role in supporting the Society's organizational health and operational infrastructure. This position is responsible for managing internal operational workflows, overseeing organizational contracts, and supporting systems that enable staff, leadership, and partners to work efficiently and sustainably as the organization continues to grow.

Reporting to the Senior Director of People Operations and Organizational Health, this role serves as a central operational hub across teams, working closely with Finance, People Operations, and external partners. The Operations and Contracts Manager is both hands-on and coordination-focused, translating complex processes into clear, well-documented workflows and ensuring alignment, compliance, and follow-through across systems.

Persons in this role develop and implement operations, communications, and systems

after receiving moderate guidance from a supervisor and regularly coordinate efforts across teams at the Society. This is a remote position, open to candidates living in the US who are within one hour of a major airport. Travel is anticipated to be approximately 10%.

## **Specific responsibilities**

### **Support organizational operations and health — 50%**

- Provide day-to-day operational project management that supports overall organizational health through effective coordination, documentation and systems management
- Own and manage operational workflows and project plans in Asana, ensuring work is clearly scoped, appropriately prioritized, tracked and completed on schedule
- Manage, maintain, and continuously improve operational process Asanas, including serving as steward of the organization-wide operations and processes hub for staff
- Collaborate with cross-functional partners to design, document, implement, and refine internal operational systems and workflows that promote clarity, consistency, accountability, and scalability
- Lead operational documentation practices, including document design, formatting, version control, and accessibility for internal policies and procedures, including materials requiring board review or approval
- Track new policy proposals and maintain a living log of operational and policy updates, supporting transparency and follow-through
- Partner internally to develop realistic timelines for policy development, review, approval, and implementation
- Ensure operational documentation is organized, consistently maintained, accessible, and usable by staff across the organization
- Partner internally to coordinate internal meetings and events, including staff retreats, Directors' meetings, and end-of-year gatherings
- Support the execution of internal events in a way that balances operational efficiency, staff experience, and system consistency
- Provide high-level operational leadership and staff support for the Annual Meeting, working in close partnership with the Senior Director to plan, coordinate, and execute staff meeting logistics, serving as one of the key points of support staff before, on-site, and after the meeting

### **Human resources and staff operations support — 30%**

- Provide project management for human resources-related systems and processes, including overseeing workflows, policy updates, and Asana-based people operations processes, in partnership with People Operations leadership
- Serve as a primary operational point of contact for staff human resources and operations-related questions, exercising judgment in resolving issues and escalating appropriately when policy, risk, or complexity requires senior review
- Ensure clear, timely, and consistent applicant communications while managing

hiring operations and systems, including interview logistics, candidate coordination, onboarding execution, and serving as a key point of contact for Human Resource Information Systems (HRIS)-related processes and system access, delivering a smooth, well-coordinated onboarding experience that supports staff success from day one

- Oversee vetting processes for new hires and consultants through partnership with an external firm, ensuring alignment with organizational policies, timelines, and documentation standards

### **Contract management — 20%**

- Manage the contract review and negotiation process across the organization, partnering closely with legal counsel to ensure timely correspondence, appropriate document comments, and accurate version control, while exercising sound judgment about what feedback is shared, when, and with whom as negotiations progress
- In collaboration with the Senior Director of People Operations and Organizational Health manage contracts with consultants, venues and external partners, working closely with program teams to usher contracts through review and approval processes, ensure organizational consistency and proactively flag risks, deviations or areas needing alignment
- Maintain accurate up-to-date contract records and documentation

### **Required qualifications**

- Minimum two years working knowledge of HR operations, including hiring workflows, onboarding, and staff support processes, and the ability to partner effectively with People Operations.
- Demonstrated ability to operate in a highly organized, systems-oriented manner, with a proactive approach to identifying and solving operational challenges.
- Strong written and verbal communication skills, with the ability to translate complexity into clear guidance for diverse stakeholders.
- Comfort navigating ambiguity, evolving processes, and competing priorities while maintaining accountability and momentum.
- A collaborative, service-oriented mindset with a focus on practical solutions and organizational consistency.
- Demonstrated ability to manage multiple, interdependent operational workflows simultaneously with accuracy, prioritization, and follow-through.
- High level of technology fluency is required; candidates with strong familiarity or advanced experience using operational technologies such as Airtable, Asana, DocuSign, HRIS platforms, and similar systems are considered highly qualified.
- Proven experience overseeing contracts, vendors, and external partners, including managing timelines, approvals, compliance, and documentation.
- Strong working knowledge of project management systems (e.g., Asana or comparable tools) with the ability to design, maintain, and improve workflows.
- Excellent written communication and documentation skills, with the ability to translate complex processes into clear, usable guidance for diverse audiences.
- Demonstrated ability to work independently and exercise sound judgment in a fully remote environment.

- High level of discretion, professionalism, and integrity when handling confidential and sensitive information.
- Experience working within nonprofit or mission-driven organizations, with an understanding of resource constraints and stakeholder accountability.
- Experience supporting distributed or remote teams, including coordinating across time zones and functions.
- Strong document design, formatting, and version-control skills, with attention to detail, accessibility, consistency, and usability.
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes.

## Salary and benefits

The salary range for this position is \$80,000–\$90,000. The benefits package includes:

- Medical, dental, and vision insurance (100% individual premium covered; 50% dependent premium covered)
- Short- and long-term disability
- Life insurance
- 24 days of paid time off annually (increases with tenure)
- 16 paid holidays
- Abbreviated Friday schedule in July
- Eight weeks of fully paid family leave
- 401(k) plan with up to 3.5% employer matching
- \$2,000 annual professional development funds
- \$300 remote work stipend at hire; \$150 after the first year
- \$100/year for expedited travel clearance programs
- Up to \$50/month internet reimbursement
- Medical FSA and dependent care FSA
- Employee Assistance Program
- Pet insurance discount plans
- Up to \$500 in Employee Lifestyle Accounts (ELA)

## How to apply

Interested candidates should submit a **resume and brief statement of interest** [here](#).

Rather than a traditional cover letter, we invite candidates to submit a **short statement (no more than one page)** that addresses the following:

- Describe your experience managing operational workflows, contracts, or internal systems in a growing or complex organization and how you approach building clarity, documentation, and accountability in evolving environments.
- Operations and systems can unintentionally create barriers. How do you think about equity when designing or managing processes and can you share an example of how you've applied an equity lens to adjust an operational approach (such as contracts, policies, workflows, or systems) to reduce barriers, improve access, or better support inclusion and fairness?
- What draws you to the Society of Family Planning's [mission](#) and how this role aligns with your skills and interests?

Application materials should be submitted in one PDF [here](#) by March 13, 2026.

As part of the employment process, all applicants will be required to provide proof of US residency status. Acceptable documentation includes, but is not limited to:

- US passport or birth certificate for US citizens
- Green card or permanent resident card
- Valid work visa or documentation of employment authorization issued by USCIS

New employees must complete a Form I-9 and produce the required documents as required by the US Immigration Reform and Control Act, and employees must timely update any expired authorizations. The Society does not sponsor work-related visas.

Applicants are encouraged to submit applications as early as possible and will be reviewed on a rolling basis. Informational interviews or advance discussion via email are not offered to ensure equity in the application process.