



## Call for Manager of Complex Family Planning

### 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](#):

- Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception
- Supporting the production and resourcing of research primed for impact
- Organizing and leveraging research primed for impact
- Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities
- Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
- 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 overview

The Manager of Complex Family Planning supports the coordination, implementation, and ongoing development of the Society's healthcare program related to the Complex Family Planning subspecialty. This role focuses on operationalizing program strategies, supporting subspecialty initiatives, and strengthening infrastructure that advances the field and supports fellows and subspecialists.

Working closely with the Director, Society staff and members, the Manager of Complex Family Planning ensures programs are well-coordinated, responsive to emerging needs, and aligned with the Society's [strategic plan](#) and [DEI Vision](#). This position plays a key role in translating strategy into action by managing projects, supporting Committees, facilitating partnerships, and maintaining systems that enable effective program delivery. Persons in this role develop and implement programs, communications, and/or operations after receiving moderate guidance from a supervisor. They also often work to coordinate efforts across teams at the Society. Ideal candidates will bring experience in family planning or clinical practice environments, and professional programming, and

collaborative program management within a membership or nonprofit organization. This is a remote position open to candidates living in the US who are within one hour of a major airport. It is anticipated that the person in this position will travel approximately 15% of the time.

## **Specific responsibilities**

### **Manage implementation and coordination of Complex Family Planning subspecialty programs — 60%**

- Coordinate implementation of program plans aligned with the Society's strategic plan and DEI Vision, supporting advancement of the Complex Family Planning subspecialty within the broader family planning ecosystem
- Manage activities that sustain subspecialty programming, ensuring initiatives are organized, responsive, and aligned with organizational priorities
- Support the development and execution of programming related to advocacy, education, sustainability, and professional development for fellows and subspecialists
- Coordinate collaboration with partner organizations such as ACGME, ABOG, and CREOG, ensuring Society representatives have appropriate materials, logistics, and support
- Facilitate initiatives that strengthen subspecialist engagement in Society programming and connect members to resources across the professional ecosystem
- Monitor ongoing program offerings and support timely adaptation to emerging issues affecting the subspecialty, including changes in clinical practice, training environments, and external conditions
- Gather and synthesize informal feedback from fellows and Fellowship Directors to identify emerging and ongoing needs related to clinical care, DEI, funding, program sustainability, research, training
- Support efforts that strengthen Fellowship Directors' ability to advocate for institutional support and program stability
- Manage Committee operations, including scheduling, agenda development, documentation, and follow-up tracking to support effective engagement and decision-making
- Integrate evaluation and learning practices into program implementation to support continuous improvement
- Support the advancement of equitable, anti-racist, and inclusive practices across subspecialty programming

### **Support program development, coordination, and execution — 40%**

- Monitor trends and emerging challenges within healthcare, clinical education, and subspecialty environments to inform program planning and organizational awareness
- Support research, coordination, and early-stage implementation of new initiatives aligned with organizational strategy and emerging field needs
- Assist in cultivating collaborative relationships with members, partner organizations, and external partners to support program development and expansion
- Support integration of DEI Vision across healthcare programming to promote equitable program design and continuous improvement
- Coordinate cross-team collaboration to ensure alignment between clinical guidance, education, and subspecialty programming
- Support planning and implementation of the Annual Meeting
- Prepare program updates, reports, Board materials, and internal documentation related to healthcare programming
- Support fundraising efforts through the preparation of background materials, program information, and reporting documentation as needed
- Maintain program documentation systems, tracking tools, and shared resources that promote transparency, continuity, and institutional knowledge
- Monitor project timelines and proactively identify risks or emerging needs, elevating issues to the Director as appropriate
- Support a culture of learning by tracking outcomes, identifying opportunities for improvement, and contributing to continuous program refinement

### **Qualifications**

- Minimum three years of experience managing family programming for academician leaders focused on family planning
- Demonstrated knowledge of clinical education, healthcare trends, and subspecialty environments, with the ability to translate or support translation of insights into actionable program planning
- Demonstrated enthusiasm for the role clinicians, subspecialties, and scientific societies play in shaping healthcare and medical education
- Experience contributing to DEI-focused initiatives
- Demonstrated ability to manage complex projects with multiple contributors and timelines
- Experience monitoring trends, with proven ability to anticipate challenges, identify risks, and escalate issues appropriately
- Two years of experience supporting or leading new initiatives from research and design through early-stage implementation, aligning with organizational strategy.
- Demonstrated ability to work cross-functionally within the program team
- Minimum two years of relationship-building with clinicians, fellows, and multidisciplinary partners

- High level of computer literacy, including confidence using Microsoft and Google suite, Asana, Box, Slack, Airtable, and related platforms
- Ability to work independently and collaboratively in a remote environment
- Excellent interpersonal, written, and verbal communication skills
- Strong organizational judgment and problem-solving skills
- Comfort working in evolving environments and adapting to emerging priorities
- Practice of seeking and incorporating diverse perspectives into program work
- Strong written communication and documentation skills
- Experience supporting committees or cross-functional working groups
- High level of organizational skill, attention to detail, and systems thinking
- Comfort working in a remote, collaborative, mission-driven environment
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes
- Commitment to the Society's [strategic plan](#) and [DEI Vision](#)

### **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 a year of paid time off, which increase with tenure
- 16 paid holidays
- Abbreviated Friday schedule in July
- Eight weeks of fully paid family leave
- 401K plan with up to 3.5% employer matching contribution
- \$2,000/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
- Employee assistance program
- Pet insurance discount plans
- Up to \$500 employee lifestyle accounts (ELA)

### **How to apply**

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**:

1. This role coordinates complex programs involving multiple individuals and groups. Please describe a program or initiative you helped manage or implement that required coordinating across individuals, groups, or organizations. What was your role, how did you keep work moving forward, and what systems or

approaches helped ensure success?

2. The Manager supports clinicians, fellows and Fellowship Directors within a professional subspecialty community. Share an example of how you have supported a clinical, academic, or professional community or training program. How did you identify participant needs and ensure programming or resources were responsive and useful?
3. The Society is committed to advancing equitable, anti-racist, and inclusive practices across healthcare programming and professional communities. Describe a time when you incorporated equity or inclusion principles into a program, partnership, or professional initiative. What actions did you take, whose perspectives were centered, and what did you learn from the experience?

Application materials should be submitted in one PDF [here](#) by April 15, 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.