

Call for #WeCount Research 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](#):

- 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 #WeCount Research Manager plays a central role in the successful implementation, growth, and day-to-day management of the Society of Family Planning's #WeCount initiative. Reporting to the #WeCount Director and working collaboratively with the #WeCount Data Manager, this position is responsible for managing participant engagement, coordinating research operations, supporting data collection expansion, and ensuring the smooth execution of multi-site research activities.

This role serves as the primary relationship manager for participating sites, fostering strong partnerships that support long-term, reciprocal engagement and high-quality data collection. The #WeCount Research Manager works collaboratively across internal teams, external partners, and participating organizations to develop efficient workflows, manage project timelines, support research compliance, and contribute to the dissemination of findings that advance abortion and contraception research. 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. This is a remote position open to candidates living in the US who live within one hour of a major airport. Approximately 10% travel is expected.

Specific responsibilities include, but are not limited to:

Manage participant engagement and strategic recruitment (40%)

- Act as a service-oriented, clear, and responsive point of contact for participating sites, fostering long-term relationships and participant retention.
- Collaborate with the #WeCount Director to identify and recruit new participating sites.
- Develop and implement strategies to demonstrate the value of participation through tailored insights, regular updates, and meaningful engagement.
- Troubleshoot site-specific barriers to participation and implement solutions that support sustained engagement.
- Maintain excellent documentation of participant communications, onboarding materials, and engagement processes.

Support the expansion of data collection (30%)

- Partner with the #WeCount Director to implement opportunities to expand data collection and implement new research initiatives.
- In collaboration with the #WeCount Data Manager, develop workflows for collecting new data points while minimizing participant burden and maximizing research value.
- Develop research documentation, including study protocols, data collection manuals, training materials, and operational guidance.
- Support Institutional Review Board submissions, amendments, and continuing review activities, as needed.
- Lead engagement of participating sites around data use agreements in collaboration with the #WeCount Director and Operations staff.

Manage research operations (20%)

- Develop and maintain detailed project timelines, work plans, and implementation tracking across all #WeCount activities.
- Organize recurring project meetings, prepare agendas, document action items, and monitor progress toward deliverables.
- Coordinate activities across Society staff, consultants, and external partners to ensure milestones are completed on schedule.
- Support planning and implementation of report releases, dissemination activities, partner meetings, and other key project milestones.
- Identify implementation challenges and proactively develop solutions that maintain project momentum.
- Maintain comprehensive documentation of project decisions, workflows, and standard operating procedures.

Contribute to reporting, dissemination, and organizational priorities (10%)

- Assist with the preparation and review of reports, partner communications, data tables, and interactive tools to ensure accuracy and quality.
- Support dissemination of #WeCount findings through webinars, presentations, partner briefings, and other communications, as needed.
- Participate in continuous improvement efforts to strengthen #WeCount operations, participant experience, and research quality.
- Contribute to planning and implementation of Society events, including the Annual Meeting.
- Contribute to special projects and other responsibilities as organizational priorities evolve.

Qualifications

Highly qualified applicants will meet many of the qualifications below and have clarity on areas that represent growth opportunities.

- Minimum of 5 years of progressively responsible experience managing research, public health, nonprofit, or multi-stakeholder projects.
- Demonstrated experience coordinating complex projects involving multiple partners, competing priorities, and evolving timelines.
- Minimum of 3 years' experience supporting research studies, including protocol development, research documentation, participant coordination, or regulatory processes such as Institutional Review Board (IRB) submissions.
- Strong relationship management skills with the ability to build trust and maintain productive partnerships across diverse organizations and stakeholders.
- Excellent project management and organizational skills with exceptional attention to detail and the ability to independently prioritize work.
- Strong written and verbal communication skills, including experience preparing reports, training materials, operational documentation, and presentations.
- Experience developing and improving workflows, standard operating procedures, and project documentation.
- Demonstrated ability to identify challenges, recommend solutions, and proactively move projects forward with minimal supervision.
- High level of professionalism, discretion, and ability to manage confidential or sensitive information.
- Strong analytical and critical-thinking skills, with the ability to interpret information and support data-informed decision-making.
- Experience using project management and collaboration platforms such as Asana, Airtable, Microsoft Office, Google Workspace, or similar tools.
- Ability to work collaboratively in a fully remote environment while maintaining accountability and strong communication.
- Commitment to diversity, equity, and inclusion with the ability to work respectfully and effectively with colleagues, members, and partners representing diverse backgrounds, identities, experiences, and perspectives.
- Willingness to pitch in as needed, as we are a small organization.

Salary and benefits

The salary range for this position is \$80,000 to 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 increases 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 a 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 plan
- Up to \$500 employee lifestyle accounts

How to apply

Interested candidates should upload a resume or CV and a statement of interest [here](#) by **September 11, 2026**. Rather than submitting a traditional cover letter, we ask candidates to answer the following three questions in **no more than one page total**. Application materials should be submitted in one PDF.

- Describe a project or research initiative you managed that involved coordinating multiple parties, timelines, or competing priorities. What was your role, how did you keep the project on track, and what was the outcome?
- This role requires building strong, long-term relationships with participating research sites. Tell us about a time you successfully developed or maintained partnerships with external organizations, clients, or collaborators. How did you build trust, address challenges, and ensure continued engagement?
- The Society of Family Planning is committed to advancing just and equitable abortion and contraception informed by science. Describe how you have incorporated diversity, equity, inclusion, or justice principles into your work. This may include how you approach collaboration, research, participant engagement, decision-making, or creating more equitable processes. We welcome examples from professional, volunteer, academic, or lived experiences.

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.