



California Coalition for Reproductive Freedom

a project of Tides Center

ReproductiveFreedomCA.org
admin@reproductivefreedomca.org

Title: Executive Director

Reports to: Executive Committee

Status: 75% time: 30hrs/wk, salaried plus benefits

Location: Remote (in-state California)

Start Date: October/November 2023

ABOUT THE CALIFORNIA COALITION FOR REPRODUCTIVE FREEDOM (CCRF)

The California Coalition for Reproductive Freedom (CCRF) is a statewide, member-led coalition of more than 40 organizations working to protect, defend, and advance reproductive freedom for all in California, including for Black, Indigenous, and people of color, individuals who earn low incomes, youth, LGBTQ people, residents of rural areas, people with disabilities, and those who travel to our state to access essential reproductive and sexual health as well as gender-affirming services and resources. CCRF facilitates and supports member-driven initiatives, including strategic communication campaigns, collective public policy platform development and advocacy planning, and community education and outreach activities. CCRF member organizations represent diverse constituencies, strategies, and approaches, and conduct advocacy through all of California's public policy processes: legislative, budgetary, regulatory, administrative, judicial, and ballot initiatives.

CCRF is guided by the leadership of an Executive Committee (EC) composed of early-career and seasoned reproductive and sexual health, justice and rights advocates voted into their positions by CCRF members. CCRF is funded by a combination of foundation grants, private donations, and membership dues. CCRF is a fiscally sponsored project of the Tides Center.

POSITION SUMMARY

CCRF seeks an Executive Director to oversee the daily operations and ensure effective leadership and fundraising. This position requires deep experience with non-profit management, including coalition network management, budget preparation, fundraising and development, board/EC development, and staff leadership development. The Executive Director is the main liaison with the Tides Center, which supports the Coalition's human resources, financial, and operational systems. The Executive Director will work in close partnership with the EC and general members to develop a new strategic plan, design and facilitate general membership meetings, and implement coalition activities. The CCRF Executive Director is responsible for supervising staff.

SCOPE OF ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coalition Network Management + Programming

Collaborative leadership

- Provide strategic, thoughtful, and inclusive leadership to the coalition in accordance with our shared values and best practices
- Develop and implement systems and practices to promote strategic collaboration, healthy conflict resolution, and reconciliation among coalition members
- Develop strong working relationships with coalition members, and identify and onboard new potential members to grow the coalition, as appropriate
- Lead strategic planning and visioning with coalition members and EC, and develop and implement a member-informed annual work plan of coalition activities
- Coordinate EC meetings and agendas, and ensure action items are followed-through upon.

Collective Action

- Facilitate five (5) general membership meetings annually, as well as any workgroups/subcommittees as needed; develop meeting agendas in collaboration with EC and member organizations
- Provide support for member-identified and member-driven collaborative initiatives and projects; Identify projects, activities and other opportunities for members to collaborate, and lead efforts to execute those activities (e.g. Reproductive Freedom Week, adhoc community outreach webinars, presentations, panel discussions)
- As a Steering Committee member of the Future of Abortion Council, provide a space for coordination and collaboration between the FAB Council and CCRF membership groups
- Work to strengthen the internal capacity of the Coalition and its members through funding opportunities, skill building, and information sharing
- Maintain clear and consistent external communication and membership marketing efforts through multiple media, including, but not limited to membership newsletters, website, social media and listservs.

External Affairs

- Stay abreast of current trends in the reproductive health, rights, and justice field and movement(s) to ensure informed yet impartial leadership of the Coalition toward shared goals and priority issues.
- Liaise with key stakeholders, partners, and legislative offices; represent CCRF in coalition meetings, conferences, and key events at the local, state and national level, as appropriate
- Identify opportunities to showcase and uplift the work of CCRF members.

2. Organization Management

Development

- Fundraise and diversify funding to ensure financial stability of the coalition, including development and implementation of an annual development/fundraising plan
- With EC support, raise the necessary funds through dues collection, grants and donations to keep the Coalition well resourced including full funding for the annual working budget
- Cultivate, develop and maintain contacts with foundations and other potential funders
- Draft proposals and Letter of Intent templates with clear organizational goals, objectives and strategies that present CCRF's value within California and on a national scale.

Operations

- Manage coalition finances including annual budget development and planning with approval from EC; Work with fiscal intermediary (Tides Center) to monitor CCRF financial activity
- Assess and improve internal functions and systems to facilitate communications and interactions among membership, stakeholders, and funders
- Oversee systems for tracking membership activities, including participation at meetings, payment of dues, etc.
- Maintain a clean and up-to-date member database.

HR/Staff Management

- Hire and manage staff, interns, and consultants, as needed, and lead the team in goal setting, with an eye toward accountability, measuring success, and tracking progress toward goals.

QUALIFICATIONS

You are an experienced movement builder with 5+ years of nonprofit, philanthropic or other public sector experience in a management or leadership role. You are a self-sufficient leader who thrives on solving the challenges of a small non-profit coalition, loves setting and maintaining deadlines, and is willing to communicate often and openly with the Executive Committee. You also have outstanding interpersonal skills, appreciation for different viewpoints, and a talent for working well with diverse people and organizations. You are a professional who is steeped in sexual and reproductive health, gender and LGBTQ+ rights and justice policy and programs, as well as the policy and funding landscape for this work. You are a collaborative worker, able to bring out the best in colleagues, coalition members and allies, and get everyone working towards a shared mission.

KNOWLEDGE, SKILLS AND ABILITIES

- Leadership experience, particularly collaborative, coalition or team-based experience
- Track record of successful management of people, finances and programs, including peer-level colleagues; staff; board members; etc.
- Understands the importance of communication and strives to keep stakeholders abreast of developments
- Demonstrated commitment to reproductive and sexual health, rights, and justice
- Proven expertise and/or knowledge of public policy and grassroots engagement in policy advocacy
- Diplomacy, discretion and being able to preserve confidential, highly sensitive information
- Fundraising experience, especially with formal philanthropic institutions
- Excellent facilitation skills as well as written and verbal communication skills
- Proficient use of technology to manage coalition work (information management; communications, etc).
- Feels confident in their skills while open to learning from one of the best functioning reproductive, health, rights and justice coalitions in the country.

COMPENSATION AND BENEFITS

This position offers a competitive salary range of \$85,000 - \$100,000 for 75% time/30hrs per week and robust benefits including medical, dental, retirement and family leave. More details can be provided upon request.

LOCATION AND WORK ENVIRONMENT

- This is a remote position, but the Executive Director must live in California, ideally in the Bay Area, Fresno, Los Angeles, or Sacramento region
- *Travel expectations:* The Coalition's internal meetings and events currently take place virtually. However, the Executive Director will transition us back to in-person member activities, as Covid restrictions permit and as members desire. Other travel to external events and conferences will take place as needed/appropriate.

How to Apply

Please submit a cover letter, resume or cv, plus 3 references - and any questions - to admin@reproductivefreedomca.org by September 29, 2023. In the subject line please note "Coalition Executive Director [insert your name]".

CCRF, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.