



## **JOB ANNOUNCEMENT MEDIA RESEARCH MANAGER**

The Reproaction Education Fund leads bold action to increase access to abortion and advance reproductive justice. We are a left-flank culture change organization with deep chops in strategic communications, fearless opposition research, and community organizing, including but not limited to non-violent direct action. We are committed to racial justice. And, we're growing!

### **POSITION DESCRIPTION**

The media research manager occupies a critical role in the day-to-day operations of Reproaction's research team. This is a high-impact, important position within the fight to increase access to abortion and advance reproductive justice, as well as a hands-on opportunity to undermine the forces of identity-based hatred in the United States.

This role identifies, leverages, and reports on key vulnerabilities of opponents of human rights with an eye toward eliminating the ability of our opponents to spread those views. This is a full-time, overtime-exempt, remote-based position reporting to and working closely with the Senior Vice President of Research and Movement Building. While Reproaction is an all-virtual organization, strong preference for this position will be given to candidates who live in or are willing to relocate to the metropolitan area of Washington, D.C.

### **RESPONSIBILITIES**

- Monitoring the pro-life movement in the media and other public appearances on a daily basis, including creating accurate, time-stamped transcriptions, identifying quotes and themes of strategic importance, as well as creating and assisting in the dissemination of Reproaction's research products, and ensuring the president and CEO is kept abreast of events – virtual and in-person – of strategic importance
- Assisting in the production of research-driven analytic reporting including daily updates, blog posts, webinars, briefings, live-transcribed notes, and other content as assigned with specific emphasis on reproductive justice allies
- Conducting targeted research as assigned and collaborating with members of the team and/or stakeholders, and supporting conversion of that research into actions, trainings, presentations, or campaigns in collaboration with relevant Reproaction staff
- Supervising part-time staff, contractors, or full-time staff as needed and assigned

- Participating in offline actions and organizing efforts relevant to campaigns and research, and collaborating with other relevant Reproaction staff as appropriate
- Preparing external reports as well as internal reports for Reproaction staff, organizers, and volunteers
- Collaborating with Reproaction leadership on campaign strategy and tactics
- Other duties as assigned by Senior Vice President of Research and Movement Building

## **QUALIFICATIONS**

- Strong research, writing, and editing skills, and a commitment to getting it right
- Audio/visual production and editing experience, and familiarity with a variety of audio and/or video recording and editing programs.
- Skill in discernment in transcription of live events – understanding of threshold for reporting and annotation for research priorities and partner interest
- Discretion and judgment, including strong discernment skills and ability to hold confidential information at close hold
- Sophisticated analytic skills, particularly as pertains to politics and social movements
- Experience with activism or campaigns, either in a paid capacity or as a volunteer
- Basic understanding of public policy mechanisms and public financial reporting, or willingness to learn as needed
- Stress-management skills, especially an ability to compartmentalize and resist taking personally a role that is fully devoted to understanding and undermining the haters
- Initiative and ability to self-motivate in an all-virtual organization
- Ability to work with urgency and under pressure while remaining calm, organized, and professional
- Accountability, a commitment to professionalism and open communication, and receptiveness to performance-based direction
- Adaptability and an entrepreneurial spirit; comfort with creativity and experimentation
- Undergraduate degree or higher with emphasis on research and writing preferred, although education and professional experience flexible for the right candidate

## **REQUIREMENTS**

- Fierce and firm commitment to reproductive justice, including but not limited to abortion rights without exceptions
- Absolute confidentiality, discretion, and organizational orientation: Deep commitment to Reproaction, its strategies, methods, practices, and people, with understanding that opponents are always watching and seeking to destroy

- Ability to self-generate bulletproof argumentation and claims in analytic writing and research collection
- Ability to work with remote supervision
- Ability to work in a home office or other self-chosen professional environment with Internet access and minimal background noise
- Ability to work some evening and weekend hours on rare occasion as may be needed
- Ability to travel 1-4 times a year
- Strong interpersonal skills, especially the ability to work with diverse groups and willingness to consider alternative points of view
- Absolute confidentiality, discretion, and organizational orientation: Deep commitment to Reproaction, its strategies, methods, practices, and people, with understanding that opponents are always watching and seeking to destroy.
  - Discretion: Handle work discreetly and confidentially. Exercise excellent judgment as a member of the team with access to sensitive information.
  - Organizational orientation: understand Reproaction's role in the movement and progressive space and where our power rests within that, and bring motivation, positivity, and collaborative spirit to your slice of that work.

## **ADDITIONAL CONSIDERATIONS**

This is a professional managerial-level position (3-7 years relevant experience) that is best for someone who demands more and better for our movement. Salary is \$75,000 and includes benefits, with opportunity for growth based on performance.

The Reproaction Education Fund is a fiscally sponsored project of NEO Philanthropy, a 501(c)3 organization. Through NEO Philanthropy, this position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

## **HIRING POLICY**

Reproaction Education Fund/NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status.

All Reproaction staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

## **APPLICATION**

To apply, send an email with the subject line "Media Research Manager" to [evonnia@reproaction.org](mailto:evonnia@reproaction.org) with the cover letter written in the body of your email (do not send your cover letter as an attachment). Your cover letter should address why you are a good fit for the position. Attach the following:

- Resume
- An original statement detailing your commitment to reproductive justice, not to exceed two paragraphs
- Three professional references, including name, relationship to you, email address, and telephone number for each reference

We regret that we may not be able to respond to all applicants.