



JOB ANNOUNCEMENT SENIOR SPECIAL PROJECTS 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

A subject matter expert, the senior special projects manager occupies a critical role in providing research, guidance, and written production for one of Reproaction's longest-running research priorities. This is a high-impact, important position advancing the fight to increase access to abortion and advance reproductive justice, blending strategic, tactical, and financial research on the anti-abortion movement to produce insightful guidance for Reproaction audiences, amplify a steady drumbeat of negative attention on our opponents, and shift culture to end our opponents' ability to erroneously play the 'nice guy.'

This role researches and regularly reports on day-to-day activities of key targets in the anti-abortion movement and receives and responds to partner requests for tactical information, analysis, recommendations for engagement at events and actions, and off-the-shelf analytic products related to special research targets. The senior special projects manager also generates and disseminates information and messaging within the organization and to the broader reproductive and progressive movements, including coordinating on development of partner/ally-facing written content, briefings, and regular webinars to report out trends and latest developments among special research priorities. This role identifies and leverages key vulnerabilities of opponents of human rights with an eye toward eliminating the ability of opponents to spread those views and sanitize their public image. 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

- Conducting targeted opposition research as assigned and in collaboration with members of the research team and/or stakeholders, and supporting conversion of that research into actions or campaigns in collaboration with relevant Reproaction staff

- Producing research-driven external reports as well as internal reports for Reproaction staff, organizers, and volunteers, including but not limited to policymaker education briefs, blogs, financial research documents, webinars, trainings, and other content as assigned with specific emphasis on ending the solvency of the anti-abortion movement's power core
- Principally update Reproaction's fake clinic database and raise valuable updates to CEO and President, as applicable, for potential conversion into longer-form written products or rapid response
- Track specialized targets and their networks in the anti-abortion movement on a day-to-day basis, and support operation of Reproaction's 'help desk' according to protocol to assist allies needing information related to Reproaction's special research priorities
- Participating in offline actions and organizing efforts relevant to campaigns and opposition research, and collaborating with other relevant Reproaction staff as appropriate
- 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
- 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, and 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
- Experience with audio/video editing and production a plus, but not required
- Graduate degree with emphasis on public policy, law, or research methods 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 on occasion
- 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 \$80,500 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.

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.

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.

APPLICATION

To apply, send an email with the subject line "Senior Special Projects Manager" to shireen@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.