



JOB ANNOUNCEMENT CHIEF COMMUNICATIONS AND DEVELOPMENT OFFICER

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

Reproaction is looking to hire a Chief Communications and Development Officer (CCDO) in the Washington, D.C., metropolitan area to turbocharge and raise our communications and development efforts and results to a new level of excellence. A new position in the organization, joining the C-suite and working directly in collaboration with the Co-Founder, President, and CEO, the CCDO will provide leadership, strategic ownership, management, and coordination for all Reproaction's strategic communications, fundraising, and media efforts. The CCDO holds primary responsibility for implementing and holding team members accountable to position and elevate the public profile of Reproaction's name and work, along with strategies to increase revenue, and diversify and expand our funding pipeline. The CCDO shall create and cultivate significant new lanes of revenue with funders who do not currently know Reproaction, and grow and systematize press relationships that result in the public recognition of our communications objectives and organizational expertise.

The CCDO must have a proven track record in driving philanthropic results, working with both foundations and individual giving. They should also possess the skillset to turn Reproaction into a go-to resource for media within our areas of expertise, and to be a creative, strategic thought partner within the realm of narrative change. They shall bring the gravitas of executive leadership to our mission, vision, and values, and root all of their work in advancing reproductive justice for all. A consummate professional with various levels of management experience, they will supervise, providing mentorship and accountability to results. In managing Reproaction development and communications, the CCDO will act as a partner to the president and CEO, who sets strategy, vision, drives development, and navigates the legal environment while serving as primary spokesperson. They should be comfortable and credible to step on behalf of the president and CEO as may be delegated. This is a full-time, overtime-exempt, remote-based position reporting to the president and CEO.

Successful candidates will display strong, senior-level track records in *both* communications and development; while we are open to candidates from a variety of backgrounds, we believe this position may be particularly attractive to former executive directors seeking to make high impact in an innovative, low-drama environment without the burden of holding ultimate responsibility.

RESPONSIBILITIES

- Foster efficient and effective cross-functional teamwork that produces results in fundraising and communication goals
- Ensure operational excellence in all affairs and product; compel and guide professional, error-free, and best-in-class content through hands-on direction, editing, feedback, and fact-

checking—own fact-checking for direct and indirect supervisees, guiding and compelling a high standard of factual accuracy for all materials presented for review

- Provide overarching strategic and management support to cross-departmental priorities
 - Supervise, mentor, and coach direct-reports, holding all relevant team members accountable to ensure agreed-upon deliverables within areas of responsibility are met on time, on budget, and at top-quality; manage contractors as may be needed
 - Delegate work effectively, fostering professional development, motivating and holding teams in CCDO purview to a bulletproof standard of excellence, accuracy, and values-alignment
- Provide strategic direction and management support to the creation and execution of an effective organizational communications and media plan to advance Reproaction priorities and organizational goals
 - Proactively create and amplify a public image, brand, content strategy, and reputation that aligns with Reproaction’s mission, vision, values, and strategic plan
 - Directly oversee the writing and editing of all fundraising and communications materials
 - Use metrics and insights to regularly assess efficacy of the communications activities
 - Design annual outreach and communications strategy(s) to include digital (web, social, email), organizing, other content, etc.
 - Attend and/or organize events on behalf of Reproaction as assigned
- Model ingenuity in leading the evaluation and development of engaging, accurate, innovative, and efficient systems, processes, and partnerships to maximize impact
- Develop, lead, and manage effective strategies for obtaining donations and grants that advance Reproaction’s mission and priorities, and contribute to financial sustainability
 - Secure Reproaction introductions and, then, regular touchpoints to foundations in reproductive and gender equality sectors, and develop strategies to engage in similar activities in broader progressive and democracy foundation spaces
 - Actively cultivate, solicit, and steward a portfolio of high-capacity, engaged donors with major gift track records and/or potential from various sources
 - Lead, manage, and model best practices and systems to support donor stewardship throughout the giving cycle and with a growing donor pipeline
- Serve as a contributing member of the organization’s C-Suite
 - Collaborate with executive team on tactics and operational decision-making, escalating key issues to president of strategic, legal, or content concern as needed
 - Model and own change management and team culture at the highest level: set a positive tone for all staff in accepting changes with grace, and in the spirit of curiosity, open-mindedness, and willingness to experiment and iterate
 - Provide partnership to C-Suite and relevant team members in hiring and retaining capable, qualified staff, and providing advisement to supervisees to set goals and delegate specific duties in accordance with strategic plan and annual goals
 - Provide partnership, training, and support to staff across the organization to help them successfully participate in fundraising efforts including individual giving, end of year and other development campaigns for the organization. Build, strengthen, and leverage an internal culture that attracts philanthropy.
 - Support and as delegated serve as stand-in for CEO public appearances and responses to media inquiries as needed and assigned, as well as other activities as needed and assigned

QUALIFICATIONS

- A demonstrated track record of revenue generation, with experience bringing in individual gifts in at least the \$10-\$50k+ range, as well as securing new grants in at least

the \$50-\$100k range; experience working directly with funders and orally representing the organization's work and asking for (and securing) money; the candidate will have contacts, gravitas, and receipts

- A demonstrated track record of excellence in break-through strategic communications, with the press clips and case studies to prove it
- Political savvy, with a deep understanding of how the policy environment works with the intersection of culture, and a history of proactive steps to alter that environment
- A minimum of five years in executive, senior, or high management roles driving strategic direction of development and/or communications; this objective may also be met by executive leadership of a non-profit organization of any size or sector
- Experience managing individual employees, teams, and people-managers and an expertise in accomplishing goals through other people
- Strong relationship skills, with a proven track record of motivating diverse constituencies in pursuit of a common goal
- Experience with opposition research, editing, and employee training
- Strong strategic and communications skills
- Excellent writing, editing, and analytic skills, and a commitment to getting it right
- Strong understanding of reproductive justice issues, or willingness to learn alongside deep perspective on an allied struggle for social justice
- Initiative and ability to self-motivate in an all-virtual, entrepreneurial organization, and ability to screen for and assure all staff meets those standards
- Ability to work with urgency and under pressure while remaining calm, organized, and professional
- Superior creative problem-solving and decision-making skills
- Accountability, a commitment to professionalism and open communication, and receptiveness to performance-based direction
- Adaptability and an entrepreneurial spirit; comfort with creativity and experimentation
- Ability to treat confidential information with appropriate discretion
- Ability to own and communicate difficult decisions, including those that may not be popular
- Non-profit leadership experience required, with education and professional experience otherwise flexible for the right candidate

REQUIREMENTS

- Buck-stops-here attitude and method of practice for ensuring all Reproaction work is bulletproof in quality, values-forward in nature, and created by top-tier employees who are driven by Reproaction's mission and tactics
- 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 maintain and apply executive presence to instill confidence in staff, compel them to their best work, and bring accountability to their respective slices of the work while owning results
- Fierce and firm commitment to reproductive justice, including but not limited to abortion rights without exceptions
- Demonstrated commitment to racial justice, and demonstrated willingness to do things differently in order to advance diversity, equity, and inclusion in the workplace and world
- Ability to work with remote supervision 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 if required by actions or events

- Ability to travel on occasion
- Strong interpersonal skills, especially the ability to work with diverse people and willingness to consider alternative points of view

YOUR FIRST 90 DAYS

- Assume role as executive leader in organization, developing institutional knowledge, rapport, and respect with direct reports and full team
- Conduct a development audit, reviewing historical giving to the organization, as well as current assets that are or could be leveraged toward fundraising; document what's missing as well, along with budget allocations to redress
- Develop and deploy communications and press strategy
- Develop and deploy content plan for updating Reproaction website to reflect breadth and depth of work currently occurring, to better communicate with both donors and press
- Develop collateral, scripts, processes, and supports as may be needed
- Develop and deploy a two-year multi-channel development strategy with revenue targets for philanthropy, major donors, and individual giving, as well as a prospecting plan with a list of foundations and major donors and strategies (or connections) to make those introductions
- Assume integral partnership role with president and CEO in special strategic communications projects
- Lead process to examine and evaluate alternate streams of revenue beyond philanthropic donations, offering recommendations in line with mission, vision, and values

ADDITIONAL CONSIDERATIONS

This is a c-level executive leadership position (10 or more years of professional experience). Work will be performed remotely, although the strong preference is for the candidate to reside in the metropolitan area of Washington, D.C. given the location of much of our work as well as our staff team. Salary is \$120,000 and includes benefits.

The Reproaction Education Fund is a fiscally sponsored project of NEO Philanthropy, a 501(c)(3) charity.

HIRING POLICY

Reproaction Education Fund/NEO Philanthropy is an equal opportunity employer and is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NEO does not discriminate on the basis of actual, perceived or assumed race, color, religion, creed, national origin, citizenship or immigration status, sexual orientation, age, sex or gender identity or gender expression, disability status, pregnancy status, family status, caregiver status, protected veteran status, or any other status or characteristic protected by applicable federal, state, or local laws or ordinances.

Reproaction Education Fund and NEO Philanthropy will endeavor to make a reasonable accommodation for an otherwise qualified applicant or employee related to the individual's disability, impairment, medical condition (including needs related to pregnancy or childbirth), or sincerely held religious beliefs and practices. If you need reasonable accommodation during any part of the recruitment process, please email: hr@neophilanthropy.org.

TO APPLY

Send an email with the subject line "CCDO" to shireen@reproaction.org and attach **all of** the following:

- Cover Letter
- Resume
- An original statement detailing:
 - Your commitment to reproductive justice, not to exceed two paragraphs
 - Three examples of successful strategic communications projects or results from your direct press outreach experience (bullet points are ok)
 - A summary of your experience with nonprofit revenue generation, including amounts raised and from which types of sources, not to exceed 3 paragraphs
- Three professional references, including for each:
 - Name
 - Relationship to you
 - Email address
 - Telephone number

References will not be contacted until the final round of interviews, at which point candidates will be notified. Applications that do not conform to the above requirements may not be considered. We regret that we may not be able to respond to all applicants.