

Job Description

POSITION: TEACH Executive Director

LOCATION: Downtown Oakland, UCSF-ANSIRH Office (12th Street BART); remote work possible for 1-2 days/week.

COMPENSATION: \$74-87,000/year for 30hours/week (75% FTE). Health insurance covered immediately. Further benefits to be considered after 1 year. Laptop provided. Regular conference participation covered. The ED is an employee of “Social Good Fund” and is supervised by the TEACH Advisory Board.

This is an exciting opportunity to lead an Oakland-based abortion training program that collaborates with stakeholders both throughout California and across the United States.

PROGRAM DESCRIPTION: The TEACH (Training in Early Abortion for Comprehensive Healthcare) Program expands reproductive health access by helping primary care providers integrate abortion into their practice through curriculum development, training, mentorship, professional advocacy, and research. TEACH also produces the TEACH Workbook for Abortion Training, which is the primary text used around the world to train primary care providers in first trimester abortion.

EXECUTIVE DIRECTOR POSITION: TEACH is looking for a dynamic, highly skilled executive with experience running not-for-profits for the role of executive director. The executive director will work collaboratively with an abortion training coordinator, part-time physician colleagues including 20+ physician trainers, the TEACH Advisory Board, and multiple national partners. The TEACH office is conveniently located in the University of California – San Francisco (UCSF) Advancing New Standards in Reproductive Health (ANSIRH) office near BART in downtown Oakland, where we collaborate with UCSF faculty and national leaders in reproductive health. The Executive Director will work closely with women, people of color, multilingual and multicultural individuals, and members of the lesbian, gay, bisexual, and transgender communities. We strongly encourage applications from candidates representing one or more of these communities. TEACH is fiscally sponsored by “Social Good Fund.” Interested candidates can learn more about TEACH by visiting the program website at: www.teachtraining.org

SPECIFIC RESPONSIBILITIES:

Program Leadership (20%)

- Work with the TEACH Advisory Board and other stakeholders to develop and facilitate multi-year program strategy and metrics for success;
- Develop and support shared leadership amongst Advisory Board members, including facilitation of quarterly meetings;
- Strengthen collaboration with other leaders in reproductive health training (RHAP, Innovating Education, MAP, RHEDI, residencies, local Planned Parenthood

affiliates, and School of Nursing) to promote strategic collaboration and organizational effectiveness;

- Actively participate in state and national conferences to promote TEACH visibility and further primary care training initiatives;

Project Management (20%)

- Develop job descriptions, hire, onboard, and supervise consultants, staff, and interns;
- Regularly communicate with physicians, advisory members, funders, academic and national partners, which includes connecting local physicians with state and national advocacy organizations. Communications include in-person meetings, conferences, regular newsletter and blog, email, website and social media;
- Supervise the full-time Northern California abortion training coordinator;
- Manage collaborative abortion advocacy efforts:
 - Support local physician engagement in abortion advocacy efforts;
 - Organize annual Lobby Day with Physicians for Reproductive Health;
- Develop and support program evaluation;
- Support revision of the TEACH Workbook with physician partners (~every 4 years).

Fundraising (40%)

- Manage existing grants, including tracking grant funds;
- Cultivate and sustain relationships with foundations and individual donors;
- Secure new grants and individual donations, based on organizational needs;
- Organize and oversee annual TEACH Storytelling Fundraiser and additional fundraising campaigns.

Business Management (20%)

- Manage budget, accounting, and financial/operations reporting to Social Good Fund;
- Develop long-term strategic plan to increase program sustainability;
- Create quarterly and annual reports to raise program visibility.

An excellent candidate:

- Has a passion for improving abortion access;
- Enjoys the administrative challenges of supporting a small not-for-profit with diverse needs and objectives;
- Is flexible and creative;
- Is an independent worker and self-starter, and can successfully meet deadlines;
- Has excellent organizational, decision-making, writing, and time management skills;
- Has the ability to motivate and work successfully with fellow staff, medical personnel, and volunteers;
- Has excellent verbal and written communication skills;
- Has strong interactive skills and relates well with people of diverse backgrounds.

EDUCATION:

Pertinent graduate or professional degree required.

REQUIRED EXPERIENCE:

- At least 5+ years in the field (administrative management and/or program development);
- Prior work in the fields of reproductive health, abortion, family planning, and/or social justice;
- Record of successful fundraising, particularly securing foundation grants;
- Not-for-profit financial management experience, including developing budgets and managing grants;
- Experience supervising staff and consultants, with significant collaborative, coalition, and team-based leadership experience;
- Track record of successful program development and management.

PREFERED EXPERIENCE:

- Public health, academic, and/or medical research
- Policy development or advocacy
- Designing, implementing and evaluating educational programs for health professionals
- Web design (html, Wordpress) and MailChimp

REQUIRED TECHNICAL SKILLS:

- Proficiency with Mac OS X, MS Office, Excel databases, Adobe, Pubmed searches, social media apps

TO APPLY: Send cover letter, resume, and writing sample to opportunities.at.TEACH@gmail.com. Applications considered on a rolling basis; position open until filled. Early application encouraged. Electronic submissions only.

Physical Demands & Work Environment: The Director works in an office environment. The position requires substantial time in a stationary position at a desk, working with a computer and/or telephone to communicate with constituents. 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.

Equal Employment Opportunity

TEACH, a project of Social Good Fund, is an “at-will” and equal opportunity employer. We encourage and seek applications from women, people of color, and multilingual and multicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. 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 identity or expression), color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.