



Position Description: Deputy Director

Reports to: Executive Director

The **Deputy Director** is primarily the internal-facing manager for NARAL Pro-Choice Oregon (NPCO), while also contributing to the public-facing policy goals of the organization. This position works closely with the Executive Director and other team members to help support the overall goals and success of the organization.

NPCO is proud to have served as the political arm of the pro-choice movement in Oregon for over 40 years; we are excited for the opportunity to add a new member of our team to help us continue to lead the fight for reproductive freedom. NPCO is comprised of a 501(c)(3), a 501(c)(4) organization, and a Political Action Committee (PAC).

PRIMARY RESPONSIBILITIES

Internal Operations Management:

- Develop and oversee systems and practices to support staff to meet high levels of programmatic performance and team morale. Ensure policies, procedures and practices are aligned and support the organization's mission and values.
 - Working closely with the Executive Director, reexamine practices and policies and develop a plan to ensure the organization is actively upholding anti-racism principles, policies and practices, both internally and externally.
- Policy and practice development and implementation as needed to ensure a safe, productive and healthy work environment in which staff have access to the resources and support they need to be successful and grow in their positions.
- Working with the Accountant, Grant Writer, and Development staff and consultants, support comprehensive and appropriate reporting and record keeping, including:
 - Prepared reports for the Board of Directors, grant applications and reports, non-profit financial record keeping, compliance with all election campaign finance and disclosure laws, other accounting and tax reporting as needed
- Facilitate systems and processes to support staff in their work. Set and map project goals and associated work plans. With staff, ensure progress against timelines to achieve success. Update and oversee tools that support staff (employee handbook, manuals, weekly staff meetings, etc.). May also include:
 - Developing and organizing comprehensive on-boarding, orientation, project planning and management, goal-setting and progress tracking
 - Ensuring appropriate assets are up-to-date, organized and maintained appropriately for a collaborative, team-oriented environment



- Oversight and management of policies and programs related to shared systems and resources, such as
 - Working with the IT Consultant, evaluate and determine best systems and tools for project development, data management, and shared materials and assets
 - Ensure staff is appropriately informed of and consistent in practices and standards across use of systems, data and other resources. This includes: Every Action (development and advocacy), Quickbooks (accounting), shared drive and internal/remote server
- Other activities as assigned or clarified

Event Management:

- Working closely with Development and other teams, facilitate project management aspects for major events. This includes:
 - Fundraisers, volunteer appreciation, lobby days, community gatherings, and staff/board bi-annual retreat(s) and other programmatic events.

Policy and Partnerships:

- Working closely with the Executive Director and Engagement Organizer, and in deep partnership with trusted partners, the Deputy Director will monitor, develop, and when needed, advocate for public policies to defend and expand equitable access to reproductive care, in addition to intersectional policies impacting reproductive freedom.
- Help maintain strong relationships with community partner organizations, public agency staff, community leaders, and policy experts, and oversee implementation of reproductive health programs. When needed, meet with key stakeholders and lawmakers to cultivate leadership on issues related to reproductive health care (shared responsibility with the Executive Director).
- Serve as the primary point person for monitoring for successful implementation and improvements to the Reproductive Health Equity Act.
- Develop and draft policy and education-oriented communications (membership and public-facing content, research and policy one-pagers, public testimony, etc.).

General:

- Demonstrate an ability to work in an environment where priorities may shift due to changes in the political and economic climates of the state, region, and nation.
- Support a positive workplace culture rooted in community care and that centers diversity, inclusion, and equity.
- Encourage an open, professional and collegial atmosphere that fosters discussion, consensus, action, and measurable improvements and results regarding the organizations policy, political, public engagement and development goals.



QUALIFICATIONS

- 6+ years of working on reproductive advocacy, equity-focused nonprofit, and/or progressive policy and/or political work with strong partner relationships, AND specialized and demonstrated expertise in at least two of the following areas:
 - 2+ years in organizational development and/or fundraising
 - 2+ years of policy development and/or government relations (direct lobbying)
 - 2+ years of organizing experience, familiarity and comfort in working with diverse partners in a wide range of communities
 - 2+ years of direct staff management
- Passionately pro-choice and knowledgeable on issues of abortion rights, feminism, reproductive health, rights and justice, and how the intersectional nature of identities such as race, gender and class can compound discrimination and oppression.
- Demonstrated track record in advancing racial equity within organizations. A clear commitment to diversity, equity and inclusion in all work.
- Capacity for long-range strategic thinking and organizational planning, successful management of multiple projects in a complex multi-entity nonprofit (c4/c3/PAC).

Preferred qualifications:

- Bachelor's degree or additional work experience relative to the requirements of the position
- Bilingual and/or lived-experience and relationships within culturally-specific communities

Location: Based in Portland, with travel required throughout Oregon. Potential candidates will require access to transportation and the ability to travel. Some work required on evenings and weekends.

Compensation: \$70,000-\$83,000 annually. This is a full-time position. Benefits package includes holiday, vacation and sick leave, health insurance (with dental), retirement benefits.

To Apply: Submit a resume and cover letter via email to andra@prochoiceoregon.org with Deputy Director as the subject line. Applications due no later than July 9, 2020 at 6pm PST. No phone calls please.

NARAL Pro-Choice Oregon is an equal opportunity employer. Individuals that identify as persons of color, LGBTQIA+, transgender and/or gender expansive, immigrants and/or refugees, and/or people with disabilities are highly encouraged to apply.