



REPRODUCTIVE EQUITY NOW

Strategic Coordinator Job Description

Reproductive Equity Now seeks a full-time (40 hours a week) Strategic Coordinator who is excited to support the organization's programmatic, development, and administrative efforts at a critical moment for a fast-growing organization.. This position is ideal for someone passionate about reproductive equity who understands that strong infrastructure is key to the success of any organization. This position is ideal for a self-starter with razor-sharp attention to detail, outstanding organizational skills, and a desire to take on new responsibilities as they arise.

The Strategic Coordinator reports to the Managing Director and President and supports the work of a small but mighty staff and several consultants. The Strategic Coordinator works hand-in-hand with leadership staff to anticipate obstacles, provide strategic resources, and ensure that we use our staff's time and energies efficiently.

Reproductive Equity Now works to make equitable access to the full spectrum of reproductive health care a reality for all people regardless of their race, ethnicity, income, zip code, gender, age, immigration status, ability, sexual orientation, or religion. Advancing reproductive justice and eliminating barriers to safe, legal abortion care are central to our mission and means using an intersectional lens to fight for access to reproductive health care.

Job Description

The Strategic Coordinator's responsibilities include but are not limited to:

Administrative (30%)

- Support the Managing Director in completing lobbying reports, tax filings, and other administrative documentation as needed;
- Create structures for success within the organization, including but not limited to developing graphics and workshop materials for staff on organizational priorities or protocol;
- Manage organization's official email account, ensuring that questions and requests are fielded correctly and responded to in a timely manner;
- Provide general administrative support to the staff, including, and collecting all mail
- Oversee the smooth daily operation of the office. Communicate with building management; monitor and order supplies; maintain; monitor the general email account;
- Perform bookkeeping functions, including logging expenses and other administrative support for the bookkeeper;
- Assist with various human resources functions such as onboarding new employees, and maintaining personnel files;
- Support consultant bookkeeper by scanning all invoices, and bills as well as maintaining other supporting documentation;

- Provide low-level IT support as needed (troubleshooting with printer, internet, donor database, etc.);
- Manage all organizational accounts, including passwords; and
- Manage the organization's official email account, ensuring that questions and requests are fielded correctly and responded to promptly.

Development (30%)

- Manage the organization's donor database in EveryAction including ensuring that data is accurate and properly categorized;
- Process all mailed contributions to the organization, including preparing them for deposit, tracking grant letters, and ensuring all donors receive timely thank-you letters for gifts;
- Provide regular and as-needed fundraising data for analysis;
- Support mail campaigns by assembling mail lists, coordinating print orders, and keeping timelines on track;
- Support the Finance Administrator by providing data about contributions and financial transactions;
- Support staff and board fundraising efforts;
- Provide administrative support to the Development team, including supply management, mail merges, assembling print mailings, drafting correspondence, and other administrative duties and tasks as assigned; and
- Assist the Development team in planning and executing events.

Supporting the President (30%)

- Assist the President with her daily schedule and duties, including but not limited to managing calendars, appointments, reimbursements, travel arrangements, and drafting and proofreading correspondence;
- Assist the President with any research or writing projects as they come up;
- Assist the President with managing development priorities and providing other reminders;
- Provide the President with strategy materials and planning documents as needed;
- Solicit staff responses on a biweekly basis to help the President create Board reports; and
- Assist with planning board meetings.

Other (10%)

- Work with Program staff on disseminating information to the Legislature on relevant reproductive freedom issues;
- Assist Program staff in coordinating volunteer activities in the State House and on campaigns;
- Assist Program staff with logistics for volunteer cultivation events; and
- Take notes in Program team meetings weekly;

Qualifications

The following qualifications are essential to the position:

- Committed to protecting and advancing reproductive rights and health care access.
- Exceptional attention to detail and an unqualified commitment to success.
- Strong writing and research skills, exceptional copywriting skills.
- Strong project management skills with a demonstrated ability to deliver timely results.
- Demonstrated initiative and planning skills to avoid surprises and reactive management.
- Ability to drive tasks and projects to completion and meet deadlines.
- Willingness to adapt and work successfully with a wide range of personalities.
- Demonstrated ability to stay on-top of multiple projects and areas of responsibility, keep yourself and others organized, and prioritize tasks effectively.
- Comfort with numbers, spreadsheets, budgets, and databases, and know how to analyze and present this information to others.
- See both the big picture and the little details of a project, proactively anticipate needs and challenges, and enjoy digging into a problem to develop the best possible solution.
- Proven ability to work independently and in a team to solve problems.
- Clear, concise written and oral communication.
- Willingness to work occasional evenings.
- Preferred (but not required) experience includes: Administrative, financial, and/or human resources experience with a nonprofit or political organization; Experience with QuickBooks Online or other accounting systems, as well as EveryAction and NGP a plus.
- Proficiency in Canva and Excel a plus.
- Prior experience in an administrative position, including communicating and interfacing with internal and external key stakeholders, customers, and community partners is a plus.
- Proficiency with GSuite a plus.

Location

Reproductive Equity Now offers a Hybrid Work policy and this position requires a minimum of 3 days a week in the Boston office. There are certain activities and events that may require additional time in the physical office and/or other in-person commitments.

Salary and Benefits

The Strategic Coordinator is a full-time, 40-hour per week, exempt position. The salary range is \$55,000-\$60,000 in addition to a generous benefit package including health and dental insurance and a retirement account with employer match.

To Apply

Please send a cover letter, and resume to jobs@reproequitynow.org Resumes will be reviewed on a rolling basis until the position is filled. Please specify in the subject line of your email the name of the position you are applying for.