



## **About Florida Access Network**

Florida Access Network advocates for reproductive justice, funds abortion care, and provides logistical support to people experiencing barriers to access reproductive care in Florida. We're working to create a network of grassroots and grassroots organizations across the State of Florida to increase access to abortion care and strengthen reproductive justice for every body.

## **About the Position**

Reporting to the Executive Director, the Director of Operations and Development (DOD) will be responsible for financial management and budget/forecast planning, operational planning and priority setting, oversight of technology and information services, contracts and vendor relationships, human resources, and internal policy development and compliance for FAN. Equally as important, they have a key leadership role in colleague engagement and organizational culture for the staff.

This full-time, exempt position works closely with Florida Access Network's staff, all of whom work remotely, and supervises the administrative, operations, and fund development functions. They also interact regularly with the Board of Directors and other partners. While this position will be based remotely in the State of Florida, this role will be expected to participate in in-person activities and tasks within Orlando a few times per month.

Ideal candidates will connect deeply with FAN's mission, vision, and values. A successful DOD will have comprehensive nonprofit operations administration knowledge and hands-on experience with organizational budgets, and finances. In addition, they will have strong conceptual, analytical, problem-solving, and independent thinking skills. Experience with non-profit or foundation/grantmaking organizations is required, and prior experience working in the reproductive justice space is a plus.

The expected starting annual salary range for this position is \$80,000. The position will remain open until filled.

## **Essential Functions**

1. Knows, understands, incorporates, and demonstrates FAN's mission, vision, and values in behaviors, practices, and decisions.
2. Establishes, manages, and oversees human resources, financial, fund development, administrative, and operational activities. Oversees, coordinates, and participates in the development and implementation of administrative and operational policies and procedures that support established goals, objectives, and mission.
3. Manages all fiscal activities. Develops and manages annual operating budget and 18-month rolling forecast. Prepares forecast projections and plans; conducts cost analysis; and prepares expense and other statistical activity reports. Present monthly financial reports and indicators to ED and Board of Directors. Directs activities of external accounting and auditing firms. Facilitates preparation of IRS Form 990. Approves and reconciles accounts payables; authorized to sign checks and approve ACH payments.
4. Takes charge in all aspects of Development, including writing grant proposals, being responsive to current funders/grant requirements, maintaining funder relationships alongside the Executive Director, finding new grant opportunities and bringing them to completion.

5. Manages human resources and talent support activities. Manages hiring and performance review processes. Ensure FAN staff has necessary human resources information. Works closely with team leaders to identify professional development needs and opportunities for staff. Designs and implements orientation and onboarding for new staff.
6. Responsible for building out Operations & Fund Development Department and will eventually oversee a small team of 2 staff members. In the near term, the DOD will lead in hiring and will supervise an Operations Assistant.
7. Responsible for vendor and other contract management activities. Establishes and maintains relationships, monitors contractual agreements, provides guidance, and resolves problems as needed.
8. Serves as organizational authority in the absence of the ED, making decisions and directing staff as necessary.
9. Provides consultative support to the ED.
10. Develops and ensures understanding and compliance with emergency and risk management plans. Oversees organizational insurance needs.
11. Maintains a working knowledge of applicable Federal, State, and local laws and regulations as relevant to the position.

### **Desired Qualifications**

1. Strong support for FAN's mission, vision, and values, and for abortion access and reproductive justice is essential.
2. Comprehensive knowledge of business administration, as normally obtained through a bachelor's degree (master's degree or equivalent preferred) in business administration, accounting, finance, nonprofit management, or related field, or an equivalent combination of education and experience.
3. Minimum of five (5) to seven (7) years' administrative office, project management, finance, or accounting experience in a nonprofit setting.
4. Prior experience working in social justice and/or reproductive spaces is desired but not a requirement.
5. Significant knowledge of project management, change management, and process improvement. Ability to anticipate, develop, manage, and implement multiple projects and initiatives. Ability to develop and implement new and improved processes, policies, and procedures.
6. Strong financial, conceptual, analytical, and problem-solving skills.
7. High degree of independent judgment, discretion, and confidentiality. Ability to work independently with minimal supervision.
8. Strong interpersonal, consultative, and relationship building skills. Ability to influence results, garner support, and tactfully manage complex relationships and influences across and outside the organization.
9. Strong computer skills. Advanced skills in Microsoft Office suite, spreadsheet design/utilization, technology apps and resources, and database software packages.
10. Ability to communicate effectively at all organizational levels, and with both internal and external stakeholders. Ability to resolve complex operational issues at all levels. Ability to work with various and diverse groups.
11. Ability to provide supervision and mentorship to staff.
12. Comfortable operating in a collaborative, shared leadership environment. Strong team participation and team-building skills desired. Ability to be a thought partner with the ED.
13. Experience working in small, start-up organizations, and/or working in organizations in the early stages is a plus. While FAN has been in existence since 1996, it only brought on paid staff starting in 2020.

### **Physical and Mental Requirements and Working Conditions**

1. Able to set and organize own work priorities and adapt to frequent changes. Able to work concurrently on a variety of tasks/projects in an environment that may be stressful, with individuals having diverse personalities and work styles.

2. Ability to effectively work remotely and manage a remote team.
3. Ability to comply with FAN's policies and procedures.
4. Ability to communicate predominantly through telephone and videoconference with a geographically dispersed team.
5. Some travel may be requested.

### **Salary and Benefits**

This position is full-time, remote, based in Florida and requires some travel for events and professional development opportunities mostly within Florida. The employee is required to work in the daytime and some weekends and weekday evenings with written notice from their supervisor. The base salary for this position is \$80,000 with additional benefits including 1 week paid vacation per year of tenure, paid federal holidays, COVID sick time, mental health days, organization-wide 2 week end of year holiday paid vacation, 2 additional weeks of rest at the discretion of the Executive Director, and a \$400 monthly wellness stipend. Only candidates already living in Florida are eligible.

Florida Access Network is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issue. We especially encourage people of color, LGBTQIA people, transgender and gender non-conforming people, multilingual people, and people with disabilities to apply.

### **How to apply**

The Ops Collective will be supporting FAN for this search. Apply by submitting your resume and a 1 page personal statement talking about your vision for reproductive justice in Florida and how your employment at FAN would contribute to this. You may also apply by emailing your resume subject line "FAN DOD Position" and personal statement to [hire@opscollective.co](mailto:hire@opscollective.co)