



# REPRODUCTIVE EQUITY NOW

## Strategic Coordinator Job Description

Reproductive Equity Now is quickly growing and is looking to hire a full time (40 hours a week) Strategic Coordinator who is excited to support the organization's programmatic, development, and administrative efforts at this critical moment. This position is ideal for someone passionate about reproductive equity who understands that strong infrastructure is key to the success of the organization. This position is ideal for a self-starter with razor-sharp attention to detail and outstanding organizational skills. The Strategic Coordinator reports to the Managing Director and supports the work of a small but mighty staff and several consultants.

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:

#### **Development (40%)**

- Manage the organization's donor database, including ensuring that data is accurate and contribution pages are up-to-date;
- Process all mailed contributions to the organization, including preparing them for deposit, track grant letters and ensure 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;
- Serve as a first point of contact with donors and organizational members at all levels;
- 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;
- Assist the Development team in planning and executing events; and
- Coordinate logistics; including invite lists, RSVPs, revenue and expense budgeting, and event registration;
  - Execute event communications including letters, pamphlets, and invitations
  - Create and Maintain event web pages;
  - Communicate with event vendors and track progress on projects; and

- Manage event interns and volunteers.

### **Administrative (40%)**

- Assist the Executive Director with their daily schedule and duties, including but not limited to managing calendars, appointments, reimbursements, travel arrangements, and drafting correspondence;
- Assist with planning board meetings;
- 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: greeting visitors, answering and managing incoming calls, collecting all mail, and providing IT support;
- Oversee the smooth daily operation of the office. Communicate with building management; monitor and order supplies; maintain office equipment; monitor the general email account;
- Perform bookkeeping functions, including making deposits, paying bills, logging expenses and other administrative support for the bookkeeper;
- Assist with various human resources functions such as onboard new employees, oversee benefit administration and maintain personnel files; maintain personnel policies and procedures;
- 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 organization's official email account, ensuring that questions and requests are fielded correctly and responded to in a timely manner.

### **Other (20%)**

- 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; and
- Assist Program staff with logistics for volunteer cultivation events.

### **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 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, can proactively anticipate needs and challenges, and enjoy really 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.
- 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, resume, and the contact information for three references to [jobs@reproequitynow.org](mailto: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.