

COLLECTIVE POWER IS HIRING

Project Director, Roots of Reproductive Justice

APPLY NOW >>

Location: Remote with travel to Northampton, MA and other locations

Type: Full-time, 32-hour work week

Qualifications: PhD in US, women/gender or social movement history (preferred) or demonstrated record of equivalent expertise

Salary range: \$86,000 – \$96,000

ORGANIZATIONAL OVERVIEW

Collective Power for Reproductive Justice is a national reproductive justice organization dedicated to educating, mentoring, and inspiring new generations of advocates, leaders, and supporters. Combining activism, organizing, leadership training, and reproductive justice movement building, Collective Power promotes an inclusive agenda that advances reproductive rights and health, and social and economic justice.

RESPONSIBILITIES

The Project Director leads Collective Power's Roots of Reproductive Justice Project. The Project, which bridges academia and activism, is a living, interactive, online toolkit that places the long history of organizing for reproductive and sexual justice in the US in the hands of activists for use in strategy development and movement building. *Roots of Reproductive Justice: 500 Years of Movement Stories* centers the experiences of BIPOC, low income, and queer communities; contextualizes our realities within the big picture of US history; and traces our legacies of continuous resistance to racial, sexual, and economic forces that undermine bodily autonomy.

The Project Director manages all aspects of the Roots of Reproductive Justice Project (Roots) including: strategically developing historical content; ensuring the site is accessible and well utilized by activists and organizations in the movement; working with an array of contributing authors, editors, movement leaders, and advisors; integrating the work of the Roots project with other efforts at Collective Power; and co-developing the future vision of the project. The Project Director represents Collective Power and the Roots project externally and meets with and cultivates major donors and foundation supporters.

Essential Functions

Project Leadership and Development – 65%

- Stewards the Roots of Reproductive Justice project and oversees the development of all historical content in alignment with the project's purpose, values, and protocols as well as with Collective Power's mission, vision, and programmatic priorities;
- Maintains the historical rigor and integrity of the content in accordance with standards and methods of historical research and analysis and feminist scholarship to produce a trusted resource;
- Deeply understands, maintains, and advances the overall coherent narrative arc across the site;
- Conducts ongoing analysis and audits of the content, engaging key audiences in the development and use of the site, and filling gaps as needed;
- Writes stories, placeholders, and timeline entries, wherever appropriate;
- Directs content development by identifying and working with contributing authors and editors through the collaborative process of defining, researching, revising and completing stories according to Roots' Content and Style Guidelines;
- Ensures that activists and movement leaders are able to access and gain significant value from the Roots project;
- Develops partnerships and projects with key reproductive justice organizations and leaders who are utilizing the Roots project to further their own work, in conjunction with other staff at Collective Power;
- Helps activists and movement leaders make connections to academics as needed to identify and develop additional historical information;
- Works in conjunction with other staff at Collective Power to identify joint efforts and collaborate across program areas;
- Co-designs digital tools and supplementary materials to support exercises for engagement with RJ history;
- Designs and facilitates convenings, webinars, or symposia that help advance the purpose of the Roots project, working with Collective Power's operations and program support staff to manage logistics;
- Co-creates and engages an Advisory Board for the Roots project which will involve a diverse array of academic and movement leaders to review content, ensure quality, encourage others to use the site, and support the overall development of the project;
- Maintains relationships and communications with key project contributors and other important audiences over time.

Project Functioning and Management – 15%

- Establishes annual goals, project benchmarks, and evaluation metrics; oversees work to track and monitor progress towards goals;
- Utilizes and maintains quality data management systems related to the story production pipeline, relationships/contacts, website utilization, and other areas;
- Works collaboratively with financial staff on budget development and expense tracking to ensure that project budgets are properly managed, addressing all compliance issues and adhering to all reporting requirements;
- Ensures all authors, editors, partners and other contractors working in the Roots project have clear written agreements, are well managed, and are paid in a timely manner;
- Supports program staff to gather, record, and communicate current data on programmatic impact to inform funding proposals, stewardship communications, and individual fundraising appeals;
- Informs the development of fundraising materials that accurately represent the Roots project, its accomplishments, future goals, and needs;
- Works with communications and development staff to uplift the Roots project and draw new audiences to the work and its impact;
- Plans and oversees program evaluation efforts and project data management;
- Supervises any dedicated project staff or contractors;
- Supervises and mentors students who are interns, work study students, or program alumni, as needed.

External Representation – 10%

- Raises awareness and the public profile for the Roots project and represents Collective Power in activist and/or academic spaces;
- Conducts training and supports engagement of peer organizations and networks;
- Represents Collective Power with foundation funders, major donors, and donor prospects;
- Teaches workshops and classes, and presents on panels and at conferences as relevant and requested.

Other duties as assigned – 10%

QUALIFICATIONS

We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.

- Commitment to the mission and values of Collective Power and the purpose of Roots of Reproductive Justice;
- PhD in US, women/gender or social movement history (preferred) or demonstrated record of equivalent expertise;
- 8-10 years minimum experience in historical research and writing;
- At least 5 years of experience with the reproductive justice movement and/or other social movements;
- Strong writing and editing skills, especially with publications for general audiences;
- Experience building strong and effective relationships and partnerships with a diverse set of academics, activists, and movement leaders;
- Strong facilitation and presentation skills;
- Existing connections and ongoing participation in networks with historians, academics, national reproductive justice activists, organizers, and educators is preferred;
- Demonstrated ability to interact effectively and work successfully with persons of diverse backgrounds, including people with different racial, ethnic and class backgrounds, people of different genders, and people with disabilities;
- Must be detail-oriented; able to handle high volume of work; effectively prioritize, multi-task and problem-solve; pay attention to deadlines and details; have excellent organizational skills; communicate clearly and confidently; must demonstrate adaptability and work well under pressure;
- Strong project management skills and demonstrated experience implementing programs;
- Must have word processing and data entry skills using Microsoft programs (especially Word and Excel) and Google documents; ability to relay information, messages, and correspondence in a timely and organized manner; experience using spreadsheets and databases preferred.

Additional Requirements

- Must be able to work a flexible schedule including occasional evenings and weekends and overnight travel throughout the year which may include national and international conferences, convenings, trainings, fundraising events, donor / foundation meetings, and to access research archives and materials.
- Generally requires being available to travel 1-2 times per quarter.
- During the first 6 month period of initial training we will expect 1-2 trips per month to Northampton, MA. Travel, lodging, and meals reimbursement will be provided.

Physical Demands and Work Environment

- The physical demands described for this position are that of a typical office environment. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions. Ability to sit and/or stand for extended periods of time in front of a computer screen is an essential aspect of the position. There may be a need to lift and/or move materials or equipment.
- Work will be performed at the employee's home office, with regular travel (as described above).
- Schedule: Collective Power operates with a 32-hour work week. Our staff may choose to work a 4-day or 5-day week, but must be available during our core work hours, which are generally 9 am – 4 pm Eastern time.

COMPENSATION AND BENEFITS

The salary range for this position is \$86,000 – \$96,000. Salary is commensurate with experience.

This position is eligible for a full benefits package including:

- 85% employer-paid health and dental insurance; low-cost employee-paid vision insurance;
- Generous paid time off including twelve paid holidays, three weeks of vacation, one week of personal holiday, and sick leave;
- Flexible Spending Accounts (FSA) for Health and Dependent Care;
- Employer-paid Life, Long- and Short-Term Disability Insurance;
- 401K plan with employer contribution.

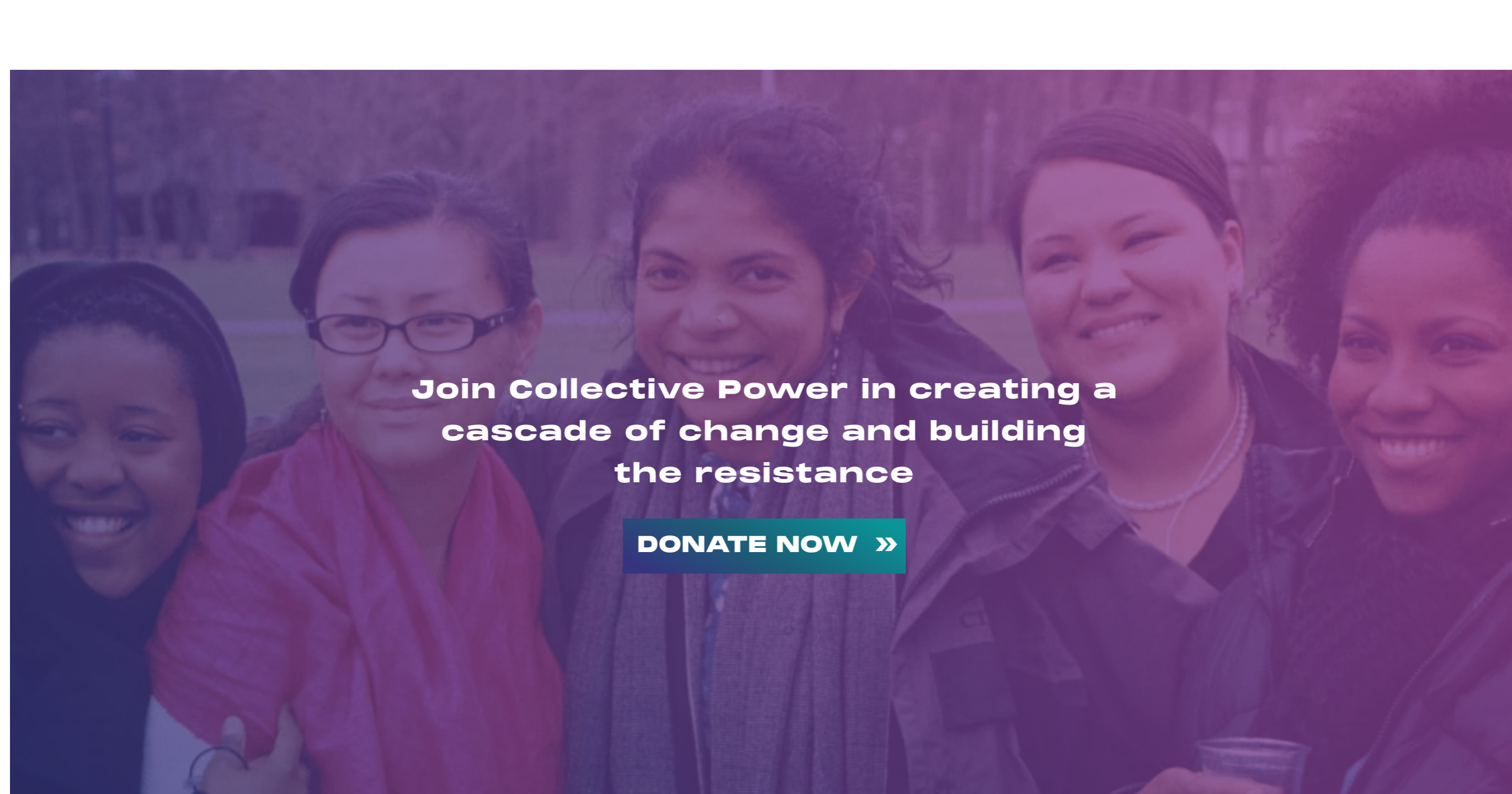
Collective Power for Reproductive Justice strives to achieve excellence through a diverse, equitable, and inclusive work environment that embraces all of our individual and collective differences. We value and honor the unique talents, learning styles, and lived experiences of each individual that enrich and strengthen our workplace culture, and we are proud to be an equal opportunity and affirmative action employer.

All employment conditions are based on an individual's performance and job qualifications. Collective Power for Reproductive Justice prohibits discrimination and harassment of any kind based on race, creed, color, religion, native language, gender, sexual orientation, gender identity/expression, national origin, physical or mental disability, age, genetic information, veteran status, marital status, parental status, pregnancy, race-based hairstyles, or any other protected characteristic stated by federal and state law. Regardless of any class' protection under the law or lack thereof, Collective Power for Reproductive Justice celebrates diversity and values the strengths that come with having a diverse team of employees.

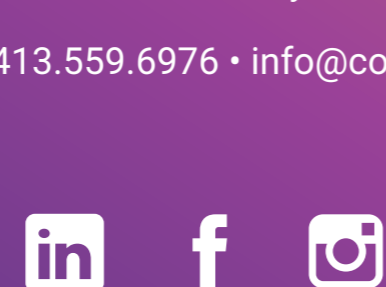
Collective Power for Reproductive Justice's EEO statement extends to volunteers, interns, contractors, vendors, and clients.

APPLY FOR THIS ROLE

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