

## **Chicago Abortion Fund Deputy Director**

The Chicago Abortion Fund (CAF) fights to overturn economic barriers to reproductive choice. Through direct service, CAF assists women in obtaining safe abortion services. In partnership with the women we serve, CAF engages and mobilizes low-income and poor women to become advocates for expanded reproductive access. We are an abortion fund working from a reproductive justice framework. CAF is “Making Choice Possible” for all women.

In October of 1985, health care providers and members of Chicago’s pro-choice community established CAF in an effort to reduce the economic barriers faced by women attempting to exercise their reproductive choice. Twenty-five years later, CAF remains the only independent funding source in the Midwest region that provides low-income women in their second-trimester with the financial assistance necessary to secure access to safe, affordable abortion services. Since its inception, CAF has served more than 17,000 low-income women.

Building on our history, strengths and knowledge, CAF has developed an action plan focusing on strategic opportunities that coincide with our mission and vision. The overall strategy and ensuing tactics will rely on the capacity of CAF’s staff, board members, volunteers and consultants. As we implement this strategy, CAF will remain a vital source of empowerment and justice for the women who find us. Because of this new direction, we are seeking a strong second leader who could possibly become the executive director in the future. CAF is an open, communicative, empowering and feminist workplace. Although we are a small organization, we are mighty! There are currently two CAF employees with an annual budget of \$263k for this fiscal year.

Therefore, we are seeking an energetic and proactive senior manager to improve internal functions and enhance overall effectiveness. Reporting to the Executive Director, the deputy director is a key member of the executive management team of CAF and is responsible for enhancing the internal organization processes and infrastructure that will allow CAF to continue to grow and fulfill its mission.

### **RESPONSIBILITIES**

#### **Communications/ Fundraising and Development:**

Primary:

- Grant development - research new grant/foundation opportunities.
- Assist ED with development efforts and growth opportunities.
- Assist the ED with writing of all grant proposals.
- Take the lead on agency fundraising appeal letters.

General:

- Develop and maintain community, governmental, public and private resources and relationships, and actively participates in professional committees and organizations.

As Needed:

- Manage media, promotion and advertising efforts including the creation and production of promotional materials, reports and newsletters.

#### **General:**

- Work in partnership with the ED to implement current strategic plan.
- Serve as an internal leader of the organization:

- Assist in the coordination the annual operations plan and budget.
- Lead the performance management process that measures and evaluates progress against goals for the organization.
- Provide for all staff a strong day to day leadership presence; bridge departmental operations and goals and support an open-door policy among all staff.
- Research and recommend systems that improve consistency and continuity throughout the organization.
- Cultivate the values of CAF within the organization.
- Work with the ED to manage and oversee the human resource function.
- Board relations – working with the ED to provide staff support and guidance to the CAF board through record keeping and board minutes.

### **Financial Management:**

- Working in partnership with the ED and the accountant in financial and business planning activities, including:
  - Assist in the directing and administering of all financial plans and business plans.
  - Review and analyze financial reports.
  - Support organizational budgeting process.
- Help oversee reporting and monitoring of organizational performance.
- Guarantee compliance with IRS and other agency regulations.
- Maintain records.

### **Operations/Office Management:**

Responsible for:

- Contracts, leases, and other legal documents and agreements.
- Vendor management.
- Work with the IT consultant.
- Oversee administrative functions for CAF office, ensuring smooth daily operations of the physical organization and equipment.

### **Key Qualifications**

As a prerequisite, the successful candidate must believe in the core values of CAF and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change. We are seeking a candidate that has proven experience in the reproductive justice/rights/health field and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team. Additional requirements are:

### **Hard Skills:**

- Manager material with quick learning curve and the ability to hit the ground running
- Self-accountable with an ability to perform and produce.
- Clear thinker with attention to detail
- DISCRETION AND DISCERNMENT due to the sensitive nature of our work
- CAF is small feminist organization that is at times very organic and has a visionary spirit. You must be comfortable with that!
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly. Office administration CANNOT BE A FOREIGN CONCEPT! Experience is required.

- Leadership and Organization— must be comfortable working in a team, inspiring a team and eventually leading a team. A team builder who has experience in the ability to connect staff both on an individual level and in small groups; capacity to enforce accountability, develop and empower leaders from the bottom up; and learn the strengths and weaknesses of the team so as to put people in a position to succeed. Strong listening skills, a strategic thinker and excellent written and communication skills.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information or time is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary; forward and strategic thinking, get-up-and-go mindset.

**Soft Skills:**

- Creative thinker
- Serious about reproductive justice work
- Motivated
- Smart, sassy and polished
- Flexible in dealing with many different populations (donors, funders, the women we serve, volunteers) And FEMINIST! If you talk the talk, you must walk the walk!

**NO DIVAS OR DRIVING MS. DAISY'S – Go getters and innovative mindsets only!**

CAF is not a place to test out your graduate school theories. We are a small but mighty organization doing extremely important and critical work in a laid back environment!

**Salary:** \$33,000 - \$38,000. Excellent benefits.

**To Apply:** Please send cover letter, resume and writing sample to CAF - Attention: Deputy Director Search - [helpwantednow2011@gmail.com](mailto:helpwantednow2011@gmail.com)

Applications accepted until March 1<sup>st</sup> 2012.

*CAF is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law. We encourage all interested parties to apply.*