

Reproductive Health Technologies Project Employment Opportunities

Title: Program Manager

Issue Areas: Abortion Access and Contraception Technologies

Location: Washington, DC; some travel required

Position Overview: This is a new, senior position at RHTP. The Program Manager will work closely with the President and a supporting team to devise and implement public affairs strategies that support RHTP's goals of regaining momentum for funding and coverage of abortion care and expanding access to safe, effective contraceptive technologies.

Organizational Description: The mission of the Reproductive Health Technologies Project is to advance the ability of every woman to achieve full reproductive freedom with access to the safest, most effective and preferred methods for controlling her fertility and protecting her reproductive health.

RHTP is an advocacy organization; we do not provide direct services. Our unique role in the reproductive health, rights and justice communities is improving the political climate so that more and better options are available to women for preventing or ending an unwanted pregnancy, disease, and also for becoming pregnant and protecting fertility. We convene multi-disciplinary discussions that look at the science, ethics, politics and practice of any given technology; build consensus for action among professional medical groups, advocacy organizations, academics, and drug companies; and implement strategic communications and advocacy campaigns in support of our goals.

RHTP was at the forefront of a broad based coalition of organizations and individuals seeking to bring Plan B emergency contraception over-the-counter; an effort that culminated in partial victory in August 2006 when the FDA approved sales of Plan B without a prescription to consumers 18 and older. RHTP continues to push for women of all ages to get access to over-the-counter emergency contraception products.

Duties:

- Network and negotiate with existing and potential stakeholders/coalition partners to identify emerging issues and opportunities relevant to RHTP's mission and long term goals and develop recommendations for strategic communications and policy advocacy.
- Prepare strategic communications materials including policy memos, fact sheets, press releases, legislative analyses, meeting reports, board dockets, and annual reports.
- Build partnerships and coalition support for initiatives and key strategies; advocate for RHTP's point of view with stakeholders, partners, and coalitions.
- Handle media interviews and speaking engagements related to program areas.
- Supervise production of high quality work by other staff and external consultants.
- Ensure and increase strategic cohesiveness among key programs; help prioritize and streamline the team's work; maximize organizational leverage among stakeholders and partners.
- Work with President and staff to prepare annual work plan and budget as well as proposals and narrative reports for Abortion and Contraception program areas.
- In conjunction with multi-level team, establish and achieve annual and long range programmatic goals.

Qualifications:

The Program Manager candidate must be flexible, motivated and ambitious. S/he must be a team player who welcomes open communication and collaboration and has a high degree of self-awareness about their strengths and talents. This person should have a diverse professional network that can contribute to the impact and reach of RHTP. The ideal candidate will have a track record of seeking creative and innovative solutions; embracing change; and being able to anticipate and act on events and opportunities. A sense of humor and a predilection for everything bagels also seem to help.

Additional qualifications include:

- Minimum of seven years professional experience in one or more of the following areas: advocacy and policy, strategic communications or political mobilization.
- Demonstrated ability to advocate for and move innovative policy and communications agendas forward on the Hill, in partnerships with key stakeholders, and with coalitions.
- Demonstrated understanding of integrated advocacy strategies; organizational positioning; and ability to create sophisticated strategies to influence stakeholders and opinion leaders.
- Excellent written and oral presentation skills.
- Experience conducting environmental scans and policy analysis in the arenas of women's health, reproductive rights and social justice.
- Commitment to and ability to articulate how diversity and inclusion – specifically race, gender and class – connect to reproductive health and rights.
- A self-starter who is able to work in teams as well as independently to develop and implement projects and to problem solve.
- Commitment to modeling excellent communication, including managing miscommunication and conflict and providing constructive feedback in a timely manner.
- Demonstrated success in all aspects of project management.
- Capacity to work on multiple high priority tasks.

RHTP aims to benefit from diversity in all facets of our work and create an inclusive work environment.

Please e-mail application, resume, cover letter, and three references to Hiring Manager, mrosenhaus@rhtp.org with Program Manager in the subject line or fax to 202-530-4404. This position will be open until filled. We regret that we will only be able to contact those applicants selected to move forward in the interview process.

Title: Senior Associate, Programs and Policy

Issue Areas: Abortion and Contraceptive Technologies

Location: Washington, DC

Position Overview: The primary responsibilities in this position are to develop, implement, manage and provide logistical support for two of RHTP's reproductive health program areas: abortion and contraceptive technologies.

The Senior Associate will engage in formulating strategy to forward RHTP's priorities on three levels: legislative, media and grassroots. S/he will write press releases, op-eds, and organize events around those program areas. The Senior Associate will also assist with grant writing and seek additional funding sources. In addition, s/he will represent RHTP on various coalitions and task forces, both in the advocacy community and on Capitol Hill. The Senior Associate will report directly to the President.

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RHTP is an advocacy organization; we do not provide direct services. Our unique role in the reproductive health, rights and justice communities is our focus on improving the political climate so that more and better options are available to women and men for preventing or ending an unwanted pregnancy, disease, and also for becoming pregnant and protecting fertility. We do this by convening multi-disciplinary discussions that look at the science, ethics, politics and practice of any given technology, building consensus for action among professional medical groups, advocacy organizations, academics, and on occasion for-profit drug companies, and implementing strategic communications and advocacy campaigns.

As one example, RHTP was at the forefront of a broad based coalition of organizations and individuals seeking to bring Plan B emergency contraception over-the-counter; an effort that culminated in partial victory in August 2006 when the FDA approved sales of Plan B without a prescription to consumers 18 and older. RHTP continued to push for women of all ages to get access to over-the-counter Plan B by working with a coalition to submit a lawsuit challenging the FDA's age restriction on the drug. This culminated in another partial victory in March 2009 when a District Court ruled that FDA unfairly politicized its treatment of Plan B by restricting its availability to women 18 and over with no scientific basis, ordering the FDA to re-review the status of over-the-counter Plan B.

Duties:

- Conduct background research, network with existing and potential stakeholders/coalition partners, and prepare issue briefs and policy analysis on selected topics.
- Identify emerging issues and opportunities relevant to the Project's mission and develop program opportunities for RHTP.
- Prepare and supervise the preparation of internal and external communication materials, including policy memos, information kits, fact sheets, press releases, legislative analysis, meeting reports, board dockets, and annual reports.
- Draft grant proposals and narrative reports and coordinate the production of related financial reports and budgets.

- Work with President to establish and achieve annual and long range programmatic goals.
- Track policy and program developments in RHTP's program areas and related arenas.
- Represent RHTP and our program goals in key policy forums and coalitions.
- Organize logistics for conferences, meetings, and workshops.
- Supervise interns.

Qualifications:

The Senior Associate candidate must be flexible, motivated and ambitious. S/he must be a team player who welcomes open communication and collaboration and has a high degree of self-awareness about their strengths and talents. This person should have a diverse professional network that can contribute to the impact and reach of RHTP.

Additional qualifications include:

- A bachelor's degree and a minimum of 3-5 years of professional experience in women's health and health policy.
- Demonstrated ability to gather, analyze and organize data and information and problem solve.
- A self-starter that is both able to work in teams as well as work independently to develop and implement new projects.
- Demonstrated ability to network and communicate with external partners.
- Ability to function well in an entrepreneurial environment.
- Demonstrated strong written and oral presentation skills.
- Demonstrated strong organizational skills, with attention to detail.
- Capacity to work on multiple high priority tasks.
- Commitment to and ability to articulate how diversity and inclusion – specifically race, gender and class – connect to reproductive health and rights.
- Commitment to modeling excellent communication, including managing miscommunication and conflict and providing constructive feedback in a timely manner.

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