



Appointment of  
**Executive Director**

January 2018



AMERICAS ASIA PACIFIC EMEA

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# Organizational overview

The Society of Family Planning (SFP) and Society of Family Planning Research Fund envision a world where people have optimal reproductive health and rights. Among our accomplishments: nearly 800 scholars and partners are members of the SFP, we have supported the production of 16 well-regarded clinical practice guidelines, and we co-convene the premier scientific conference on family planning. Also, we are one of the few organizations committed to funding research on abortion and contraception, and in 2017, we awarded over \$3 million in grants. We serve as the academic home to graduates of the Fellowship in Family Planning and aim to achieve our vision by supporting research, education, advocacy, and professional development for an interdisciplinary group of top-notch scientists.

## Vision

We envision a world where people have optimal reproductive health and rights.

## Mission

The SFP advances sexual and reproductive health through research, education, advocacy and professional development.

The SFP Research Fund supports research on contraception and abortion that exerts a sustained, powerful influence on clinical practice, public policy, health services, programs and culture.

## Organizational overview *continued*

### History

The idea for the SFP was conceived in 2001 when Dr. Leon Speroff, one of the world's leading writers on reproductive endocrinology and contraception, observed that there was no proper forum for American researchers in family planning to share project ideas, form collaborations, review works in progress, and critique assumptions and conclusions. Many other organizations welcomed the science of family planning in their meetings and publications, but their interests and missions were much broader than contraception or abortion. Dr. Speroff wrote to some of the directors of the Fellowships in Family Planning around the U.S. to urge them to form an academic society related to family planning.

By 2002, the original blueprints for the Society had been created and the Directors of the Fellowship in Family Planning had agreed to be the founding members.

In October of 2004 the first Executive Board was elected, and in May of 2005, the first official Board of Directors meeting was held in San Francisco, California.

The first research grants were awarded in 2007, and the offices were moved to Philadelphia in 2008 when the Board of Directors recognized that it was time for SFP to function as a stand-alone non-profit. In 2011, the first North American Forum on Family Planning was held.

Since 2005, the SFP membership has grown from a small group of highly motivated individuals to nearly 800 fellows and junior fellows based in the United States and across the world. Although the SFP founding members were the directors of the Fellowships in Family Planning, the growth and vitality of the organization depends on our multidisciplinary nature. The SFP fellows are physicians from many specialties, public health researchers, social scientists, epidemiologists, demographers, and nurse researchers.





# Role description

The SFP seeks an Executive Director who will implement the strategic vision of the Board of Directors, and is responsible for executing programs, the financial performance and viability of the SFP, organizational operations, and communications and partnerships. The Executive Director will be coming on board during an exciting time at the SFP and will be tasked with implementing our new strategic direction for 2018-2021, aligning our programmatic work to meet our mission, and supporting the overall health and wellness of the organization and its staff. The person in this position will supervise a small staff and a small team of consultants. It is anticipated that s/he will spend approximately 25 percent of his or her time traveling to attend meetings. The person in this position will report to the Board of Directors.

## Key responsibilities

### Mission and strategy

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Lead SFP in a manner that supports and guides the organization's mission as defined by the Board.
- Direct the implementation of SFP's programs in order to carry out the organization's mission.
- Maintain a mastery level of knowledge of significant developments and trends in the field of family planning.
- Support regular evaluation of the organization's work, so as to measure successes and identify areas of improvement; respond to evaluation findings.
- Implement and revise, as needed, the organization's strategic plan.
- Engage closely with our primary funder to integrate their feedback on our work.

## Role description *continued*

### **Board governance**

- Develop, maintain, and support a strong Board of Directors; serve as an ex-officio member of each committee; seek and build Board involvement in major organizational decisions.
- Work closely with the Board to increase the overall visibility and effectiveness of the SFP.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Assist in planning and facilitating all Board meetings.
- Assist the Board in developing and maintaining best practices in governance.

### **Financial performance and viability**

- Ensure the financial health and fiscal integrity of SFP by developing and maintaining sound financial practices.
- Submit a proposed annual budget and monthly financial statements to the Board, which accurately reflect the financial condition of the organization.
- Operate within the approved budget, ensure maximum resource utilization, and maintain the organization in a positive financial position.
- Lead fundraising and develop the resources necessary to support SFP's mission.
- Develop proposals for funding and write progress and final reports for funders.
- Maintain excellent communication and relationships with actual and potential funders.

### **Organization operations**

- Maintain employment and administrative policies and procedures for all functions and for day-to-day operations.
- Maintain a work culture which attracts, keeps, and motivates a diverse staff of top-quality people; cultivate and develop existing staff.
- Identify appropriate new positions as necessary to actuate the strategic plan.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Keep official records and documents, and ensure compliance with federal, state, and local regulations.
- Sign all notes, agreements, contracts, and other instruments made and entered into on behalf of the organization.

### **Communications and partnerships**

- Deepen and refine all aspects of communications — from web presence to external relations — with the goal of creating a stronger organizational identity.
- Establish and maintain relationships with the Board, members, and partner organizations to strategically enhance SFP's mission.
- Be active and visible in the family planning community and work closely with allied organizations.
- Promote the work of SFP, the Board, and our members.
- Ensure active and broad participation by SFP members in all areas of the organization's work.
- Engage closely with our primary funder to integrate their feedback on our work.

# Person specifications

The ideal candidate will be committed to advancing SFP's mission, and have successful experience working with a Board of Directors and working in the field of family planning and/or women's reproductive health. The SFP and SFP Research Fund are committed to building a culturally diverse and inclusive membership and staff and encourage applications from individuals from minority races, diverse socioeconomic backgrounds, and underrepresented geographic or academic institutions.

## Qualifications

- Unwavering commitment to advancing the field of family planning through science, education, and training.
- Advanced degree, ideally a doctoral degree in a health and/or related field, although candidates with a Master's degree with extensive relevant experience will be considered.
- At least five years of experience in a leadership role in the field of family planning (clinical, research, education, or training).
- Past demonstrable success working with a Board of Directors.
- Preferred experience expanding the size of an organization.
- Experience motivating and leading a small and nimble staff.
- Prior budgetary oversight in excess of \$500,000 per annum.
- Comfort working in a nonprofit environment.

- Track record of leading the process of ongoing strategic planning.
- She/he should be flexible, creative and open to new ideas.
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Ability to respond to findings emerging from evaluation of SFP's programs and to feedback from stakeholders (including our funders, the Board, SFP members, and other partners).
- A persuasive and passionate communicator with excellent interpersonal skills and an ability to convey a vision of SFP's strategic future to Board members, staff, SFP members, and donors.
- Ability to work effectively in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed.

## Physical requirements/working conditions

- Ability to travel up to 25 percent of the time.
- The SFP is currently based in Philadelphia, PA; however, there is flexibility for the location of this position moving forward.

**Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.



## How to apply

Prospective candidates interested in applying should contact our search partners Perrett Laver. For an informal discussion about the role, contact Jordan Williams ([jordan.williams@perrettlaver.com](mailto:jordan.williams@perrettlaver.com)) to hear more or address any questions you may have.

Only fully completed applications will be presented to the SFP. Completed applications comprise of both a CV/resume and cover letter describing your personal motivation, interest and how you feel suitable for the role at this time in your career.

Completed applications should be uploaded at <https://candidates.perrettlaver.com/vacancies/> quoting reference number **3411** or sent to Jordan Williams directly at [Jordan.williams@perrettlaver.com](mailto:Jordan.williams@perrettlaver.com)

The deadline for applications will be **February 23, 2018**.

*The Society of Family Planning and Society of Family Planning Research Fund are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*



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