



## Call for Director of Clinical Affairs and Medical Education

### Organizational overview

The Society of Family Planning advances a vision of just and equitable abortion and contraception informed by science. By leveraging the powerful tools of science and medicine, we hope to ensure that abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and that all people have access to evidence-informed and person-centered abortion and contraception, including people whose access to care is constrained by systems of oppression.

To achieve our vision and desired impacts, we focus on the following strategies, as described in our [2023-2028 strategic plan](#):

1. Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception,
2. Supporting the production and resourcing of research primed for impact,
3. Organizing and leveraging research primed for impact,
4. Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities,
5. Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
6. Aligning the organization's governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life.

### Role description

We seek a driven and thoughtful leader who excels at building relationships to direct and oversee strategy four in our strategic plan, focused on ensuring clinical care is evidence-informed and person-centered. This role will be focused on overseeing well-established activities (such as the development and dissemination of clinical guidance) and newly-established activities (such as the provision of medical education through the [Society Education](#) platform and the [Source for Science](#) podcast), as well as developing new work that is responsive to clinical guidance and medical education needs emerging in the evolving legal and healthcare landscape, and responsive to the ongoing need to address systemic racism. This is a remote position and open to candidates living in the US. It is expected persons in this position will travel approximately 20% of the time for meetings with other staff, meetings with partners, and to support our Annual Meeting. This position reports to the Executive Director.

Specific activities include, but are not limited to:

**Direct and oversee the development and dissemination of clinical guidance—25%**

- Serve as an internal and public-facing thought leader for the Society by identifying and implementing insightful, pragmatic, equitable, and sustainable ways to use the Society platform to tackle common challenges and respond to emergent challenges in abortion and contraception practice.
- Support fundraising efforts with philanthropic partners, partnering closely with the Executive Director to develop proposals and share progress on funded work.
- Lead the development and implementation of program plans, budgets, and timelines that align with the Society's [strategic plan](#) and [Diversity, Equity, and Inclusion Vision](#).
- Develop and implement new approaches for ensuring clinical guidelines and supporting materials address shifting healthcare and legal landscapes and inequities driven by racism.
- Ideate on and implement new ways to support moving clinical guidance off the page and into practice and to advance our DEI Vision within clinical guidance programming.
- Partner with the evaluation team to generate and respond to reliable and real-time learnings about completed work and to develop theories of change for proposed new work.
- Establish authentic partnerships with relevant affiliated societies, professional groups, special interest groups, and others.
- Lead relevant Society Committees and/or support Board work.
- Supervise and work in close partnership with the Senior Clinical Affairs Manager on all the above activities, in addition to the scope of work they are leading, providing ongoing opportunities for their leadership, growth, and shaping of the activities.

**Direct and oversee develop and dissemination of medical education activities—25%**

- Serve as an internal and public-facing thought leader for the Society by identifying and implementing insightful, pragmatic, equitable, and sustainable ways to use the Society Platform to tackle common challenges and respond to emergent challenges in clinician education.
- Ensure the sustainability of the medical education programming by leading fundraising efforts with partners in industry, spotting opportunities for the Society to serve as a CE provider for others in the field, and other creative approaches.
- Lead the development and implementation of program plans, budgets, and timelines that align with the Society's [strategic plan](#) and [Diversity, Equity, and Inclusion Vision](#).
- Support ongoing learning and development of clinicians by supporting provision of medical education programming, with a focus on providing equitable, anti-racist, and person-centered care.

- Ideate on and implement new ways to provide medical education that respond to learner needs and the changing medical education context.
- Assess and implement opportunities to serve as a clearing house for continuing education for the field of family planning.
- Partner with the evaluation team to generate and respond to reliable and real-time learnings about completed work.
- Establish authentic partnerships with relevant organizations producing medical education in family planning, spotting opportunities for working together, and uplifting each other's work.
- Lead relevant Society Committees and/or support Board work as needed.
- Supervise and work in close partnership with the Senior Medical Education Manager on all the above activities, in addition to the scope of work they are leading, providing ongoing opportunities for their leadership, growth, and shaping of the activities.

#### **Establish new programming responsive to the new strategic plan—25%**

- Clarify the goals, theory of change, and priority activities for new programming that is responsive to the Society's [strategic plan](#) and [Diversity, Equity, and Inclusion Vision](#), and relevant to strategy 4.
- Lead fundraising efforts, in partnership with the Executive Director, to secure additional support for the program, with an aim to grow the team and the body of work.
- Develop and maintain thoughtful internal processes to generate staff and partner validation, buy-in, and feedback for any new bodies of work.
- Partner with the evaluation team to develop theories of change for proposed new work.
- Once programming is established and funding secured, lead the development and implementation of program plans, budgets, and activities.

#### **Serve as an internal leader and shaper of culture—25%**

- Contribute to a culture of accountability, learning, transparency, engagement, and camaraderie, within a remote environment.
- Serve as an ambassador and shaper of Society programs, policies, and practices
- Supervise staff through one-on-ones, stretch assignments, and effective and ongoing feedback.
- Facilitate cross-team and cross-staff collaboration within the Society.
- Contribute to planning and implementing our Annual Meeting.
- Share learnings and ideas with other internal teams and seek to learn from their experiences and perspectives.
- Bring a learner's mindset to all work, and look for opportunities to identify which activities were most impactful and most used, and what strategies would improve impact and use.

## Qualifications

Highly-qualified applicants will meet many of the qualifications below, and have clarity on areas where growth and support would be helpful to fulfilling the essential functions of the role.

- Ability to quickly grasp the subtleties of family planning-focused clinical care issues and identify insightful, pragmatic, equitable, and sustainable ways to tackle common and emergent challenges in abortion and contraception practice.
- Track record ideating and implementing programs that address abortion or contraception care clinical needs, all while anticipating likely challenges, mitigating unanticipated challenges, and building community will.
- Enthusiasm for meeting and engaging with the people we serve, coupled with an uncanny ability to understand expressed needs and take steps based on that input.
- Experience with fundraising through the development of partnerships with philanthropy, industry, individual donors, or other sources of revenue generation.
- History of inspiring and motivating teams to meet goals and be accountable to goals.
- Ease with collecting and using data from a variety of sources to inform programming.
- Willingness to pitch in as needed as we are a small nonprofit and everyone contributes to necessary administrative work.
- Self-aware and responsiveness to one's own learning edges; able to acknowledge and learn from mistakes.
- Comfort with asking questions and enthusiasm for incorporating the wisdom of others.
- Exemplary interpersonal, verbal, and written communication skills.
- High level of computer literacy, including confidence using (or learning to use) Microsoft and Google suite, Asana, Box, Slack, and other digital tools.
- Commitment to the Society's [strategic plan](#) and [DEI Vision](#).
- Fully vaccinated and boosted against COVID-19.

## Salary and benefits

The salary range for this position is \$120,000-150,000. The Society offers a generous benefits package including:

- Medical, dental, and vision insurance (100% individual premium covered, 50% dependent premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increase with tenure
- 16 paid holidays

- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- \$1,500/year professional development funds
- \$300 remote work stipend at hire
- \$150 remote work stipend after the first year
- \$100/year for expedited travel clearance programs
- Up to \$50 monthly internet reimbursement
- Medical FSA and dependent care FSA

### **Application process**

Interested candidates should upload a resume or CV and statement of interest [here](#). In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following:

- You have ample experience ideating and implementing programming that addresses abortion or contraception care clinical challenges. As you look over that body of work, what one or two things pop for you as key to making your programming successful? And how did you define success?
- Based on your read of [the strategic plan](#), the evolving legal and healthcare landscape, and our desire to ensure our work addresses systemic racism, what activities under strategy four do you hold the most hesitation about, and why?
- Which partners in industry would you prioritize to advance our work in medical education?

Application materials should be submitted in one PDF [here](#) by **May 31, 2023**. Applicants are encouraged to submit applications as early as possible and will be reviewed on a rolling basis. No phone calls please.