

March 2021 / Position Announcement / Deputy Director

About Midwest Access Project (MAP) / MAP envisions a society in which every person has access to patient-centered, quality reproductive health care within their community. Our mission is to improve access to comprehensive reproductive health care by training providers in abortion, miscarriage care, contraception, and pregnancy options counseling. Rooted in the Midwest, MAP's innovative training model fills gaps nationwide in medical education and clinical training. Learn more at <https://midwestaccessproject.org/>.

MAP has a new strategic plan calling on board and staff to radically grow our clinical training nationwide, develop new workshop content, expand our sources of support, and build a more diverse and equitable organization. MAP is hiring a new staff leader to support these strategic goals.

Position Summary / The Deputy Director (DD) provides supervision, budget oversight, strategic direction, evaluation and analysis for MAP's programming, ensuring high quality clinical training and education to a diverse population of providers. The DD maintains and cultivates strong professional relationships with program participants, speakers bureau members, clinical training partners and national stakeholders to elevate MAP's leadership in the national training landscape. The DD supports the Executive Director to implement MAP's strategic plan, fundraising, and communications work. The DD works in a collaborative small team environment with all MAP staff, supervises the Program Managers, and reports directly to the Executive Director. This is a full time position based in Chicago with a starting salary of \$65,000 and a monthly stipend for health care costs. MAP values work-life balance, flexible schedules, and remote work time.

Qualities of the Successful Candidate / MAP's new Deputy Director will have a Bachelor's Degree and at least 5 years of program leadership experience with demonstrated success accomplishing goals, evaluating program outcomes, developing budgets, and supporting staff achievement. The Deputy Director will be resourceful, a creative problem solver, highly organized, and detail oriented to manage multiple projects simultaneously. A love of relationship building is essential. The successful candidate is comfortable working with a small team in a casual neighborhood office loft space. MAP's new Deputy Director will share a deep and unwavering commitment to reproductive health care, rights, and justice. Preferred qualities for the position include a background in medical education, experience with grant writing and online communication, and an interest in developing new nonprofit management skills. Experience with Microsoft Office applications, survey monkey, and zoom is also preferred.

Brief Summary of Position Responsibilities

- Supervise and support program staff's implementation of clinical training and provider education, ensuring high quality programming within board approved budget limitations.

- Implement the clinical training application cycles and the team application review process to reach ICT strategic goals.
- Conduct outreach to providers around the country to cultivate new strategic clinical training and provider education partnerships.
- Maintain contracts and program letters of agreement with training and institutional partners.
- Analyze qualitative and quantitative program data, identify strengths, areas for improvement, and partner with MAP staff to improve program quality and outcomes.
- Represent MAP at local, regional and national coalitions, meetings, public events, conferences, and conference exhibit tables.
- Assist Executive Director with individual giving campaigns, donor database management, foundation reports, grant proposals, and special fundraising events.
- In collaboration with the Executive Director, contribute content to social media, eNewsletters, website, and external email communications as requested.
- Assist the executive director to develop program budgets and monitor program activities to ensure compliance with budget limits.

Equal Opportunity Statement / MAP is an equal opportunity employer affording all employees and job applicants fair and equal treatment. MAP complies with all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on sex, race, age, color, gender identity, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status, and disabilities. MAP vigorously pursues diversity in its hiring practices, and believes that equal opportunity for all staff members is important for the continuing success of the organization.

How to Apply / Please email a cover letter and resume to info@midwestaccessproject.org with the subject “Application for Deputy Director position.” Your cover letter should tell us more about how you reflect the essential qualities of the position. Completed applications are due Monday, April 26.