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**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Director of Board Affairs

Employer/Agency: Planned Parenthood (New York, New York)

Job Description: For nearly a century Planned Parenthood has fought for a world where every woman has immediate and unfettered access to the basic reproductive care and knowledge that is her human right. With its 84 affiliates managing more than 800 health centers nationwide, Planned Parenthood provides family planning and reproductive health care services, education, and information to millions of women, men, and young people each year. Now, as the leading reproductive rights advocate, health care provider, and sex educator for women, Planned Parenthood looks to its next 100 years. After examining the major trends impacting the organization, the federation came together to create a vision for the future that is embodied by the goals of its new five year strategic plan: becoming the go-to source for sexuality education and sexual health information and care for young women and men, and helping to create the healthiest generation ever. Planned Parenthood now seeks a Director of Board Affairs to honor that plan, and ensure that all board members and other high-level volunteers are maximizing the contribution that they can make towards its implementation. The ideal candidate will bring an expertise in using nonprofit governance to further engage committed champions, a proven track record identifying and stewarding new board members and high-level volunteers, and unparalleled meeting management and interpersonal communication skills.

The Director of Board Affairs guides the strategic engagement and development of PPFA's committed Board of Directors while also acting as the chief liaison

between them and the organization. The Director reports directly to the Director of the Office of the President and partners with the President, Cecile Richards, one of the most recognized and respected figures in the field of women's health and reproductive rights, on all matters related to the board. The Director will be expected to both develop and administer sound governance principles to the board, but also develop each board member within these such that he or she is contributing to his or her highest potential. S/he will be expected to, on a daily basis, remain in regular contact with the senior administration and board members of the federation, keeping them informed of board and board committee activity. Finally, the Director will facilitate board logistics as they relate to board meetings and mailings, and other important communications. The ideal candidate will be a trusted confidant, expert in governance, and master steward.

OPPORTUNITIES AND CHALLENGES FACING THE DIRECTOR OF BOARD AFFAIRS:

The Director of Board Affairs will work closely with the newly elected Board Chair, the President and the Chief Development Officer to develop and put into practice policies, by-laws, and strategies that engage all board members and high-level volunteers to their fullest. In order to do so, the Director must act as a strategic thought partner to both the Board Chair and the President in meeting the following challenges within the first 6-12 months of his or her tenure:

- Provide expertise in implementing and strengthening sound governance within the rubric of success as defined in the new strategic plan.
- Together with the Board Chair and PPFA's President, ensure that the current bylaws and policies enable the federation's board, collectively and individually, to most effectively and efficiently accomplish the goals as set forth in the new five year strategic plan. Identify trends and issues related to board governance that assure the PPFA board is aware of and in compliance with best practices. Identify areas where present protocols and instruments may be improved and collaborate

in the development, design, and implementation of new tools. As necessary, act as the catalyst to drive change.

- Within the goals outlined by the strategic plan, work with board leadership to craft roles and responsibilities of officers, committee chairs, and at-large membership, ensuring that expectations are set and accountability for delivery of results is in place.
- Work as appropriate with Director of Volunteer Support to ensure coordination of services provided to affiliate volunteers.
- Review the current board committee structure and identify the most tactically efficient structure necessary, and build and support that structure to its greatest success.
- Working with the Office of the President and the Board Chair, analyze current effectiveness of board committees, determining where additional support is necessary and where there may be redundancies. Suggest new standing or ad-hoc committees, outlining their scope of responsibilities and membership, for approval and implementation by the board as necessary. Track committee work to ensure accountability.
- Meet regularly with all appropriate Board Committee staff. Ensure that board and committee work is well-documented and appropriately filed and archived, and that said work remains at all times strategically focused. Communicate regularly with the Board Chair and the Office of the President to ensure that they are kept informed and up to date on all work.
- Support the Board Chair and the Board Affairs Committee (or other governing body) in evaluating current and projected composition of PPFA committees and task forces. Identify candidates for committee membership that ensure demographic balance and practical use of members' skills.
- Act as the chief liaison between the senior administration and the board, ensuring that all board members and high-level volunteers are well recruited, fully engaged and expertly utilized in an effort to build a dynamic, flourishing future for PPFA.

- Working closely with the Board Chair, the Office of the President, and the Chief Development Officer, understand deeply the gifts brought by each board member – whether time, treasure, or talent – and how they can be best utilized to further the mission of the federation. Engage board members in the challenge of reaching that higher level of service to the mission, and tap into their abilities to continuously give more back.
- Working with the National Nominating Committee, identify gaps in expertise, networks, or reach, and build a list of board recruitment targets. Act as an instigator of introductions and an active participant in the stewardship of a diversity of new, nationally-known board members or committee members that are representative of PPFA and who can bring broader access within additional spheres of influence to the cause.
- Support the Board Affairs Committee (or other governing body) in developing and executing new member orientation and other related development programs for board members. Meet on a regular and ongoing basis with individual board or committee members, deepening their connection to the mission of the federation, their knowledge of their role, and the overall goals of the strategic plan. Speak on behalf of the board, the Board Chair, and the President as necessary.
- Oversee all planning and logistics around board support, including regular meetings, the Annual Meeting, and other mailings or regular correspondence.
- Partner with PPFA Board Chair and PPFA senior management to organize board and committee meetings, board and committee events and other related activities.
- Plan and direct the Board Affairs administrative functions and daily operations, developing board affairs annual budget and managing oversight and administration of budget.
- Oversee planning, preparation, implementation and follow-up for business meetings of the board and membership. In partnership with the Board Chair, develop board/committee meeting schedule, agenda, and provides background materials for board deliberations. Confer with necessary

- stakeholders as needed to establish the PPFA board meeting annual calendar and work with the President, Office of the President, and Board Chair to organize board and committee meetings, agenda issues, logistics and all related activities and needs. Help to develop agenda and prepare and provide materials to the PPFA board and its adjunct bodies.
- Proactively communicate with internal and external stakeholders, including affiliate CEOs and other voting delegates of the membership. Organize and develops materials for the PPFA membership regarding annual conference and voting requirements at the annual membership meeting and reports any potential discrepancies to the PPFA Secretary. Generates special reports for internal and external use.

Qualifications:

Poised to take advantage of the launch of its new five year strategic plan, Planned Parenthood Federation of America seeks a new Director of Board Affairs who will further establish its reputation as the leading reproductive rights advocate, health care provider, and sex educator for women. Beyond specific strategic priorities identified for its programmatic work, Planned Parenthood has committed to securing its future with significant philanthropy, building a culture that embraces change and innovation, and raising its visibility. The Director of Board Affairs will be responsible for ensuring that the membership and activities of the board reflect this organizational shift and working effectively and efficiently to meet these challenges. S/he must therefore be a dynamic leader with the deep governance expertise, knowledge of stewardship, and event and logistics management skills required of such a bold vision. While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

- Significant, high-level management experience, including eight to ten years working as a staff member or board member to a nonprofit with a track record of utilizing best practices in

governance.

- Proven ability to build deep and lasting relationships with a variety of individuals, from national leaders to grassroots volunteers. The sophistication, expertise, and personal touch to broaden, expand, or redirect current volunteer commitments. Impeccable discretion above all else.
- The creativity and drive to make the topic of governance come alive for those for whom it is less interesting, and the ability to translate the effects of good governance into organizational results within Planned Parenthood's particular culture.
- Gravitas paired with the professional integrity and ambition to effectively represent and promote Planned Parenthood externally at the highest levels and internally as a surrogate for senior leadership.
- A sense of urgency necessary to drive change within an advocacy organization paired with the patience to understand that not all demands are equal. Detail-oriented with excellent project management skills, including the ability to handle multiple tasks and deadlines, often in a fast-paced environment. The flexibility, energy, and attention to detail needed to manage a heavy workload and rapidly changing contexts.
- Strong financial management skills appropriate to the oversight of a broad range of projects and event contracts. A team player with exceptional communication skills along with interpersonal savvy.
- Bachelor's degree, plus additional related college courses or professional training.
- A zest for the mission of Planned Parenthood and the role of health provision and advocacy that translates to an unflinching commitment to exceptional work product.

Salary/Hours:

Salary DOE
Full-time

**Employer/Agency:
City, State, Zip:**

Planned Parenthood
New York, NY

Application Method: Apply online at
https://plannedparenthoodext.hire.com/viewjob.html?e_rjob=54573

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***