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

JOB OPPORTUNITY POSTING

Job Title: Multiple Positions

Employer/Agency: Planned Parenthood

Job Description: Planned Parenthood Federation of America (PPFA) is seeking applications and nominations for multiple positions listed below.

These searches are being conducted by a private consultant, with assistance from the Nonprofit Professionals Advisory Group. The deadline for all applications is **October 14, 2011**

Manager, Political Research (DC)

The Political Research Manager is a high-energy, self starter who will provide programmatic and research support to National Political Director and partner with the PAC and Board Affairs Manager. Applicants must have a background in legislative, political and background research. This position will work extensively with campaign finance reports, corporate and business filings, news sources, voting records, and other public records to provide politically astute analyses and written summaries of this information. The Political Research Manager will also track public statements by elected officials and candidates on women's health care. In addition, applicants must have the ability to: condense massive amounts of information into succinct briefings; work as a team player in a high pressure work environment; direct rapid response efforts; fact check research materials; handle information of a highly confidential nature; and work with the National Political Director to achieve the goals of the Political and Field Departments. The Political Research Manager is also a natural organizer, who learns and processes quickly, can think on their feet and work with a wide variety of people coming

from different backgrounds. Responsible for the overall coordination of PAC reporting and tracking to both internal and external audiences, develops new systems/mechanisms for enhancing interactions with candidates, assists in all aspects of event planning for the Action Fund's involvement in internal conferences and the National Board Meetings.

Manager, Youth Organizing (DC)

The Manager, Youth Outreach is responsible for the development and implementation of PPFA's youth leadership program. This program will identify, recruit and mobilize young people, including high school students, college students and young professionals to become actively engaged in reproductive health care issues in their communities. This position will work closely with the Director, Field and Electoral Operations to determine strategic program planning and implementation. The Manager is also responsible for fully integrating youth in national advocacy campaigns - especially focusing on health care access and sex ed. The Manager will develop and implement a youth leadership program focusing on teens and college-age youth to develop young leaders across the Federation. This will also include the overall design and management of the annual Young Leaders Conference and the Youth Organizing Conference. Additionally, special emphasis will be placed on mobilizing young people in the upcoming political elections and strengthening our VOX programs to proactively engage African American and Latino college-age youth.

Associate, Campus Organizing (DC)

The Associate, Campus Organizing (based out of the DC office) will build and develop new VOX chapters and support existing VOX chapters with particular emphasis on engagement of African American college-age youth in the southern region and other parts of the country. The Associate, Campus Organizing will be a part of a broader PPFA effort to connect VOX work with existing coalition partners in an effort to build progressive political relationships. This position will help to lay the ground work in the field for establishing PPFA as an organization committed to creating vibrant leadership in the areas

of youth engagement and youth organizing; for African American college-age youth.

Associate, Latino Outreach (DC)

Looking for a high-energy, self starter to provide programmatic and administrative support to the Director of Latino Engagement at PPFA. The ideal candidate will be a natural organizer, who learns and processes quickly, can think on her or his feet and work with a wide variety of people coming from different backgrounds.

Director, Foundation Relations (NYC)

Reporting to the National Director, Foundation Relations & Donor Communications and in close partnership with PPFA President, Chief Development Officer, the Vice President for International, the Vice President for Public Policy, and other senior managers the Director, Foundation Relations will design and implement a foundation fundraising strategy that will increase PPFA's ability to replicate and expand upon its success in foundation and corporate support. The new Director together with the National Director will create a compelling case for a bigger vision of PPFA's work to increase funding from current funders and attract new funding partners whose own priorities and investment strategies align with PPFA's ambitious programmatic expansion. The Director will lead a concerted effort to establish and fulfill fundraising goals, manage accountability and timeliness of funds received, and undertake solicitation cultivation and evaluation processes. While the Director will identify, cultivate and steward a portfolio of new and existing foundation and corporate prospects, s/he will also engage and win the respect of staff throughout the organization, gaining substantive knowledge of their work and ensuring that philanthropic activities are integrated into the work performed by other departments and divisions. S/he will work hand-in-hand with senior staff in establishing organizational priorities for funding within PPFA as well as provide direction and professional insight to deepening foundation and corporate support and ensuring there is a balanced mix of funding sources to support the restricted and unrestricted work of PPFA. A track record of having established a network of and nurtured

strong working relationships with national foundations as well as knowledge of the funding priorities and strategies of national and international foundations and grant-making institutions, ideally those focused on issues around reproductive health, healthcare reform and access to healthcare by underserved populations is highly desired. The role requires a keen intellect and curiosity as well as the ability to communicate effectively PPFA's organizational mission in ways that excite and entice donors and potential champions. The Director should demonstrate an exceptional talent for building and sustaining relationships both externally and internally, and for driving results collaboratively across departments and programs. S/he should have exceptional writing and communication skills necessary for tailoring messages to various audiences as well as representing PPFA to its diverse constituents. An undergraduate degree is required, and an advanced degree is preferred.

Director, Research & Prospect Management (NYC)

Reporting to the Director, Development Services & Collaborative Advancement and in partnership with development staff, the Director of Research & Prospect Management will play an integral role in developing cultivation and fundraising strategies for top prospects/donors and is responsible for the overall coordination and production of information on prospects and donors of PPFA for tracking cultivation and solicitation progress, and for prospect identification. Gathering and analyzing data from a variety of sources, the Director will evaluate and recommend current and potential major and principal gift prospects and assess their ability to financially support the organization. The Director will prepare and disseminate confidential summaries, briefings, information documents and ad-hoc and real-time research critical to the major and principal giving team's success in securing gifts. The ideal candidate will have a minimum of five years of progressively responsible experience in prospect research and data management and communication and will demonstrate exceptional analytical and problem-solving skills with a strong results-orientation, and the ability to locate, interpret, and synthesize a high volume of financial and biographical information. S/he must have a

working knowledge donor database and wealth screen tools including commercial on-line databases (e.g. NEXIS, DIALOG, Dow Jones) and the Internet. S/he will possess effective project management skills including strong attention to detail, the ability to multitask and meet deadlines within tight timeframes, and exhibit adaptability, flexibility and resourcefulness in setting priorities and managing resources in a fast-paced environment. A Bachelor's degree preferably in Liberal Arts, English or Library Science is required with demonstrated skill in research, writing and editing.

Manager, Development Operations (NYC)

As a member of the Advancement Services team, the Manager, Development Operations is responsible for managing the supporting systems critical to the fundraising efforts and success of the major and principal gifts department. The Manager is charged with the overall supervision of major and principal gift processing and recording, gift acknowledgment to major and principal donors, financial reconciling, and the development and maintenance of a suite of reports to monitor and measure fundraising performance. S/he will direct the efforts of two major gift coordinators to ensure consistent, accurate and reliable support to the major gifts officers, special events, and the fundraising goals of the major gifts department. The Manager will evaluate development operations and develop and implement new process and work flow systems to ensure that PPFA resources are used effectively. S/he will monitor expenses and revenues to assure budget targets are met and provide strategic input and tactical recommendations for the development of the major and principal gifts annual budget. The ideal candidate will have three to five years of directly-related experience in development services and operations with demonstrated proficiency in gift processing, financial analysis, reporting, training and the supervision of staff. S/he will possess effective project management skills including strong attention to detail, the ability to multitask and meet deadlines within tight timeframes, and exhibit adaptability, flexibility and resourcefulness in setting priorities and managing resources in a fast-paced environment. Proficiency in using (PPFA's development application), with an expertise in query and report functions and a strong

knowledge of Microsoft Office Excel, Word and PowerPoint is ideal. A Bachelor's degree, plus additional related courses and professional training, are required.

Speechwriter to the President (NYC or DC)

PPFA is currently seeking an experienced speechwriter. S/he will play an instrumental role in developing core speech content for the President of PPFA. This position will be responsible for drafting full length speeches, brief remarks, talking points and speech frameworks for the President and from time to time key senior staff. The Speechwriter will partner with the PPFA President, the Director of the OOP, the Vice President of Communications, divisional heads and other key leaders across the country to develop original content and ensure that key messages are consistently communicated across multiple channels (speeches/speaker forums, web, internal communications and events).

Employer/Agency: Planned Parenthood Federation of America
Address: 434 West 33rd Street
City, State: New York, NY 10001

Contact Person: Kathleen A Sherwin
Contact Title: Advisor to the President
Email: Kathleen.Sherwin@ppfa.org

Application Method: Links to all of these positions may be found on the NPAG website at:
<http://www.nonprofitprofessionals.com/searches/ppfa.htm>

Opening Date: Closes Oct. 14th

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