WE ARE:
Washington Area Women’s Foundation (TheWomensFoundation.org) is a Washington, DC-based public foundation, dedicated to mobilizing our community to ensure that economically vulnerable women and girls in the Washington region have the resources they need to thrive.

Our program work consists of:
1. Grantmaking: Investing through a multifaceted approach in the three core areas of:
   a. Asset building;
   b. Jobs with benefits, career pathways, and family sustaining wages;
   c. Access to high-quality early care and education; and
   d. Health and safety.
2. Research and Education: Generating and distributing data about the status and needs of women and girls in the region, and the strategies necessary to address those needs.
3. Advocacy: Raising awareness of the policy issues that affect economically vulnerable women and girls.

The Women’s Foundation is seeking to hire a highly motivated self-starter for the position of Project Manager, DC Family Planning Initiative. The Project Manager will serve as a member of the foundation’s program team. This position will lead a community-wide effort to reduce rates of unintended pregnancy and empower young women to take control of their reproductive health by improving availability of quality contraceptive information, options and health services.

The District of Columbia Family Planning Initiative (DC-FP Initiative) is a coalition of health care providers, funders, nonprofit organizations, youth empowerment and government partners that seeks to increase awareness and availability of effective contraceptive options, particularly IUDs and implants among teens and young adults. The Initiative was established as a multi-year effort and is supported by local foundations, housed at the Washington Area Women’s Foundation, and governed by a Community Advisory Committee.

KEY RESPONSIBILITIES:
Reporting to the leadership of The Women’s Foundation, and working closely with the Advisory Committee of the Initiative, the Project Manager will be responsible for managing the DC Family Planning Initiative. He/She will contribute to programmatic ideas, participate actively in grantmaking and provide community leadership aligning with The Women’s Foundation’s economic security strategies.

The Project Manager will use content expertise and knowledge in their program area to help build networks among funders and Grantee Partners; to educate key stakeholders about the work; to communicate and advocate for social change; and to develop partnerships that multiply the impact of the Initiative and The Women’s Foundation’s work. The Project Manager will work as part of the WAWF program team, including three other Program Officers and a Program Associate.

The Project Manager will be responsible for managing and facilitating the DC Family Planning Initiative. Specific responsibilities include, but are not limited to:

Project Management
- Manage all aspects of the initiative from planning and facilitating community engagement meetings to crafting and monitoring a budget to facilitating and executing a grantmaking process.
- Oversee consultant staff related to the project, including but not limited to researchers, evaluators, communicators, and policy experts. Work with foundation and Initiative leadership to plan and manage the Initiative’s budget.
Ensure timely execution of priority action items and manage multiple components seamlessly.
Manage all communications associated with the Initiative, including connecting with funders, the community advisory committee, government agencies, and other community partners.
Build strong relationships with key stakeholders who are integral to the Initiative’s success.

Community Engagement:
- Engage with a wide variety of stakeholders, including providers, funders, government agencies, nonprofits, and Grantee Partners to ensure community buy-in, support, and execution of the identified interventions.
- Facilitate meetings, dialogue, and collaboration among all key stakeholders.
- Manage and facilitate multiple committees and workgroups charged with executing components of the intervention and the Initiative’s key priorities.
- Help to represent the foundation and the Initiative publicly at external community-based events and meetings to gather information, influence change, and create connections that help move the work of the organization forward.

Grants Management:
- Manage program strategy, including a portfolio of grant investments that support the Initiative.
- Manage a comprehensive proposal review and assessment process. Stay informed and engaged with grantee work during the grant period.
- Evaluate grants and provide periodic reports to staff, board, and external colleagues about performance, the grant review process, and program impact, including successes, challenges, and lessons learned.
- Interface with grant seekers, Grantee Partners and others, responding promptly and appropriately to a variety of e-mail, written and phone inquiries, and conducting site visits and convenings in accordance with program objectives.

Research & Communications
- Maintain a breadth of knowledge about current trends, emerging issues, policy, and innovations to enhance the effectiveness of program strategy and understanding of staff and board.
- Inform the foundation’s research agenda, executed by the Research & Evaluation Program Officer.
- Coordinate external messaging and advocacy with key stakeholders of the Initiative, other program team members, and the communications team.

Donor Engagement & Development
- Assist with the writing of grant proposals and reports, in coordination with the development team.
- Partner with communications and development on donor engagement opportunities, events, and the production of materials/collateral.

ADDITIONAL QUALIFICATIONS:
- Bachelor’s degree or equivalent training and experience.
- Minimum of 5 years of relevant work experience.
- Content knowledge of the DC reproductive health landscape is a must. Clinical provider and/or clinical administration experience is a plus. Familiarity with similar initiatives in other localities is also a plus.
- Excellent communication and facilitation skills, with an ability to synthesize information quickly, concisely and accurately both orally and in writing.
- Experience managing efforts that are cross-sector / collaborative / collective impact in nature.
- Strong experience and expertise in project and time management, including creating action plans with defined deadlines, setting measurable goals, and ensuring the timely execution of priority action items.
- Must be a self-starter who is detail-oriented.
- Ability to foster and coordinate collaboration, facilitate diverse key stakeholders, and contribute to a strong sense of community among staff and board, and with colleagues outside the organization.
• Comfort and success with fundraising and donor engagement.
• An appetite for and sensitivity to working with diverse communities across race, class, ethnic, political and geographic boundaries.
• Passion for improving the lives of women and girls in the Washington Metro region.

COMPENSATION:
We offer our employees a total rewards model, pairing a compensation package that reflects our organizational values, culture and mission with meaningful and significant work content, a supportive environment, and work-life flexibility.

Competitive salary and benefits package will be offered, including health, dental, and disability insurance, paid vacation, and 401(K) contribution.

People of diverse communities and people of color are strongly encouraged to apply. Preference will be given to candidates from the Washington metropolitan area.

TO APPLY:
Please email resume, cover letter, and salary requirements to jobs@wawf.org with the subject line “Project Manager, Family Planning.” Only applications including all of these components will be considered.

Applications will be accepted through June 15, 2017.