



Executive Director- NEAR

About the Position

The Executive Director will be responsible for financial management and budget/forecast planning, operational planning and priority setting, oversight of technology and information services, contracts and vendor relationships, human resources, and internal policy development and compliance. Equally as important, they have a key leadership role in colleague engagement and organizational culture for the staff.

This full-time, exempt position reports to the Board of Directors (BOD) and works closely with our community partners. This position will be based remotely in the State of Nebraska with some in person requirements (events, meetings, community engagement, etc.).

Ideal candidates will connect deeply with NEAR's mission, vision, and values. A successful ED will have comprehensive business administration knowledge and hands-on experience with organizational operations, budgets, and finances. In addition, they will have strong conceptual, analytical, problem-solving, and independent thinking skills. Experience with non-profit or foundation/grantmaking organizations is required, and prior experience working in the reproductive justice space is a plus.

The expected starting annual salary for this position is \$80,000. The position will remain open until filled; our goal is to have our new ED hired by April 30th, 2023 and start by May 15th, 2023.

Essential Functions

1. Knows, understands, incorporates, and demonstrates NEAR's mission, vision, and values in behaviors, practices, and decisions.
2. Establishes, manages, and oversees human resources, financial, fund development, administrative, and operational activities. Oversees, coordinates, and participates in the development and implementation of administrative and operational policies and procedures that support established goals, objectives, and mission.
3. Manages all fiscal activities. Develops and manages annual operating budget and 18-month rolling forecast. Prepares forecast projections and plans; conducts cost analysis; and prepares expense and other statistical activity reports. Present monthly financial reports and

indicators to the Board of Directors. Directs activities of external accounting and auditing firms. Facilitates preparation of IRS Form 990. Approves and reconciles accounts payables; authorized to sign checks and approve ACH payments.

4. Manages human resources and talent support activities. Manages hiring and performance review processes. Ensure NEAR staff has necessary human resources information. Identifies professional development needs and opportunities. Designs and implements orientation and onboarding for new staff.

5. Responsible for building out Operations & Fund Development Department and will eventually oversee a team of 2-4 staff members.

6. Responsible for vendor and other contract management activities. Establishes and maintains relationships, monitors contractual agreements, provides guidance, and resolves problems as needed.

7. Serves as organizational authority, making decisions and directing staff as necessary.

8. Develops and ensures understanding and compliance with emergency and risk management plans. Oversees organizational insurance needs.

9. Maintains a working knowledge of applicable Federal, State, and local laws and regulations as relevant to the position and work.

Desired Qualifications

1. Strong support for NEAR's mission, vision, and values, and for abortion access and reproductive justice is essential.

2. Comprehensive knowledge of business administration, as normally obtained through a bachelor's degree (master's degree or equivalent preferred) in business administration, accounting, finance, nonprofit management, or related field, or an equivalent combination of education and experience.

3. Minimum of three (3) to five (5) years' administrative office, project management, finance, or accounting experience in a nonprofit setting.

4. Prior experience working in social justice and/or reproductive spaces is desired but not a requirement.

5. Significant knowledge of project management, change management, and process improvement. Ability to anticipate, develop, manage, and implement multiple projects and initiatives. Ability to develop and implement new and improved processes, policies, and procedures.

6. Strong financial, conceptual, analytical, and problem-solving skills.

7. High degree of independent judgment, discretion, and confidentiality. Ability to work independently with minimal supervision.

8. Strong interpersonal, consultative, and relationship building skills. Ability to influence results, garner support, and tactfully manage complex relationships and influences across and outside the organization.

9. Strong computer skills. Advanced skills in Microsoft Office suite, spreadsheet design/utilization, technology apps and resources, and database software packages.

10. Ability to communicate effectively at all organizational levels, and with both internal and external stakeholders. Ability to resolve complex operational issues at all levels. Ability to work with various and diverse groups.

11. Ability to provide supervision and mentorship to staff.
12. Comfortable operating in a collaborative, shared leadership environment. Strong team participation and team-building skills desired.
13. Experience working in small, start-up organizations, and/or working in organizations in the early stages is a plus.

Physical and Mental Requirements and Working Conditions

1. Able to set and organize own work priorities and adapt to frequent changes. Able to work concurrently on a variety of tasks/projects in an environment that may be stressful, with individuals having diverse personalities and work styles.
2. Ability to effectively work remotely and manage a remote team.
3. Ability to comply with NEAR's policies and procedures.
4. Ability to communicate predominantly through telephone and videoconference with a geographically dispersed team.
5. Some travel may be requested.

Salary and Benefits

This position is full-time, remote, based in Nebraska and requires some travel for events and professional development opportunities mostly within Nebraska and the Midwest. The employee is required to work in the daytime and some weekends and weekday evenings. This is a 32 hour work week with flexibility on the ED's schedule Monday-Friday; some nights/weekends will be required and the hours necessary for work to be done may fluctuate (some weeks more than 32- i.e. during session, around large events etc.).

The salary for this position is \$80,000 with additional benefits including 2 weeks paid vacation, in addition to an organization-wide 2 week end of year paid restoration, and a monthly wellness stipend/insurance reimbursement to be negotiated upon hire.

Only candidates already living in Nebraska are eligible.

Nebraska Abortion Resources is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issue. We especially encourage people of color, LGBTQIA+ people, transgender and gender non-conforming people, multilingual people, and people with disabilities to apply.

How to apply

Apply on Indeed by submitting your resume and a short personal statement talking about your vision for reproductive justice in Nebraska. You may also apply by emailing your resume subject line "ED Position" and personal statement to hello@neabortionresources.org