

[SACReD](#)

Co-Director for Organizational Development Job Description

SACReD (Spiritual Alliance of Communities for Reproductive Dignity) is a national alliance of organizers, religious leaders, academics, and congregations working together to advance the cause of reproductive justice through congregational designation and community building programs. The mission of SACReD is to empower congregations to become loving, justice-seeking faith communities that fully support the fulfillment of reproductive moral agency and flourishing for all. Our work is grounded in the values of justice, equity, dignity, and holistic well-being for all people. SACReD has four existing program activities: **a national designation and training program, abortion access organizing, a regular national convening, and media advocacy**. SACReD is a fiscally sponsored project of NEO Philanthropy.

The work of SACReD started in early 2020 with a group of faith organizers, abortion providers, reproductive justice activists, congregational leaders, and academics, from state-based and national organizations. We began to dream of a national congregational designation to support expanded abortion access and reproductive justice. This culminated in the SACReD Gathering hosted online in January 2022, the development of a 7-session curriculum for congregations, and eventually becoming a fiscally sponsored project of NEO Philanthropy in April 2022.

As a new organization, we are looking for a founding Co-Director for Organizational Development to join our founding Co-Director for Movement Building to add more details to our organizational blueprint. From its inception, SACReD has operated from a place of deep partnership and collaboration. We want to create systems that align with our values, [the tenets of reproductive justice](#), and allow us to collectively sharpen our analysis and praxis in the movement. We do not have to replicate harmful systems and structures. Instead, we can imagine ways of being centered around people and flourishing for all. While this is a job description, it is also an invitation to join a collaborative organization to develop and embody the movement we want to see in the world.

Position Overview

SACReD is seeking a founding Co-Director for Organizational Development to share leadership with the Co-Director for Movement Building. The Co-Director for Organizational Development reports to the SACReD Steering Committee.

- This role requires big-picture thinking, as well as great attention to detail. The Co-Director of Organizational Development, in collaboration with the Co-Director for Movement Building and Steering Committee, will cast a vision for the organization rooted in our values and the reproductive justice framework. The Co-Director for Organizational Development will create and implement sustainable systems across the organization. As the organization grows in capacity, the Co-Director for Organizational Development will manage staff in the Administrative, Development, and Communications departments and

will be the primary leadership liaison for any working groups in these areas. This is a full-time, remote position. Domestic travel will be required. Some evening and weekend hours may be required.

Primary Responsibilities

Responsibilities include, but are not limited to:

- **Operational Systems**
 - Develop and implement practices and policies for an organizational culture that reflects our values.
 - Manage Human Resource systems with the support of NEO Philanthropy.
 - Envision and Implement a networking system for congregations in partnership with the Co-Director for Movement Building.
- **Development and Fundraising**
 - Oversee SACReD's development efforts to build a sustainable organization
 - Cultivate relationships with funders, major donors.
 - Develop and implement fundraising systems for individual donors and major donors. SACReD currently uses Network for Good.
 - Manage grant writing process with attention to deadlines and proposal requirements, in communication with NEO Philanthropy.
- **Administrative Support and Logistics**
 - Support the logistics of movement building work for trainings and congregational networking.
 - Coordinate logistics for the SACReD Gathering, communicating with vendors, speakers, participants, and sponsors.
 - Maintain data and CRM system. SACReD currently uses Google Suite and Constant Contact, and we plan to strengthen these tools.
- **Communications**
 - Oversee internal and external communications strategies in coordination with Communications Staff and Communications working group.
 - Manage website development and social media presence. SACReD currently uses Wordpress.
- **Work with the Co-Director for Movement Building to ensure success in the other program areas**
 - SACReD Gatherings
 - SACReD Congregations
 - Abortion Access Organizing
 - This position will be phased out of programmatic work once we are more fully staffed as an organization.
- **Rest**
 - Regularly take time off to care for yourself, your family, and your community. Clearly communicate these needs in coordination with other staff.
 - Set boundaries to preserve the capacity of yourself, the team, and the whole organization.

Qualifications

- This role requires commitments to:
 - Faith-based organizing for reproductive justice
 - Growing in antiracist practices and values
 - Courageous conversations, truth-telling, and engaging in generative conflict
 - Mutual accountability within the organization and with movement partners
 - Lean into discomfort, embrace ambiguity, and say “I don’t know”
 - A spirit of curiosity and generosity
 - Personal and professional development, with a willingness to learn and grow with a team
- Deep understanding of the power of faith voices and faith communities in politics and culture
- 5 years of experience in organizational development, faith-based leadership, and/or managing strong teams for social change
- Demonstrated ability to build and lead high-performing, diverse, equitable, and inclusive teams
- Excellent relationship-building skills with ability to influence others toward a common vision or goal
- Visionary and strategic leadership
- Experience with system design and thinking, especially developing systems rooted in antiracist practices and values
- Strong written and verbal communication skills
- Highly relational, with the demonstrated ability to build strong relationships both inside organizations at the staff level as well as with external movement partners.

Compensation & Benefits:

The salary range for this position is **\$80,000-\$100,000**, commensurate with experience.

Through NEO Philanthropy, this position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

How to Apply

Email cover letter, resume, and three references to hire@sacreddignity.org on or before Monday, September 26, 2022.

Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job qualifications. SACReD at NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status. We encourage anyone who believes they have the skills necessary to succeed at SACReD to apply for this role.