



## **RHEDI Executive Director Job Posting**

Organization: RHEDI/Reproductive Health Education in Family Medicine, Department of Family & Social Medicine, Montefiore Medical Center

Job Type: Full-time

Location: New York, NY. Work will be mostly remote during COVID-19 with options for occasional remote work in the future.

Salary: ~ \$90,000 + comprehensive benefits package

RHEDI<<http://www.rhedi.org/>>, Reproductive Health Education in Family Medicine, is housed within the Department of Family and Social Medicine at Montefiore Medical Center in the Bronx, New York, and was established in 2004. Its mission is two-fold: to integrate high-quality comprehensive abortion and family planning training into U.S. family medicine residency programs using a reproductive justice framework, and to mainstream abortion care provision within family medicine. RHEDI provides funding, technical assistance, curricular resources, and research and evaluation to support abortion education in family medicine.

### **Roles & Responsibilities of RHEDI Executive Director**

Responsibilities may include but are not limited to:

#### **Development & Fundraising**

- \* Develop and lead implementation of RHEDI's fundraising strategy.
- \* Identify and engage with potential institutional grantees and individual donors.
- \* Oversee grant applications and grant management including research, proposal writing, and reporting.
- \* Create annual reports and quarterly updates to inform funders about RHEDI's work and progress toward strategic goals.

#### **Communications & Outreach**

- \* Develop and support collaborations with reproductive health and family medicine organizations.
- \* Oversee RHEDI's communications and branding strategies.
- \* Possible travel to conferences, meetings, and RHEDI programs a few times a year.

## **Strategic Development & Organizational Management**

- \* Advance RHEDI's mission to improve access to just, equitable abortion care, particularly for marginalized communities, and people in areas with limited access..
- \* Facilitate an organizational culture that values trust, transparency, collaboration, and respect.
- \* Oversee the development and implementation of RHEDI's strategic plan, which aims to expand and diversify the abortion provider workforce, develop leadership among pro-choice family physicians, and create curricula informed by reproductive justice, equity, and inclusion.
- \* Manage all programmatic functions of RHEDI, delegating responsibilities to achieve short- and long-term objectives.
- \* Provide supervision and support to all staff.
- \* Manage all administrative, operational, and staffing functions of the organization.
- \* Manage RHEDI's budget to ensure the financial sustainability of the organization with the resources needed to support current and future programs.

## **Qualifications:**

- \* 5+ years of nonprofit management experience, preferably in both small and large organizational contexts, as RHEDI functions as a small organization housed within a large hospital system
- \* 3+ years development experience preferred, with a solid track record of fundraising and successful grant applications
- \* Experience with staff supervision, organizational leadership, and change management
- \* Demonstrated commitment to the abortion access and reproductive justice movements
- \* Strong interpersonal and communications skills—in both writing and speaking
- \* Experience with website and social media development.
- \* Advanced Microsoft Excel skills. Proficiency with Microsoft Word, PowerPoint, and Zoom required. Experience with Asana or other project management tools preferred.
- \* Ability to thrive in a small nonprofit and wear multiple hats, as needed
- \* Initiative, resourcefulness, flexibility, good sense of humor and creative problem-solving skills
- \* Masters degree in relevant field preferred

To apply, email cover letter and resume to [jobs@rhedi.org](mailto:jobs@rhedi.org)<mailto:jobs@rhedi.org>.

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