Resources for Abortion Delivery (RAD) -- Position Announcement

Position: Loan and Grant Program Manager (Finance)
Location: Remote/Virtual (U.S.)
Status: Full Time; Exempt
Reports To: Director, Loan and Grant Fund
Salary Range: Range $75k-84k per year

Resources for Abortion Delivery (RAD)

Established in 2016, Resources for Abortion Delivery (RAD) seeks to protect and improve access to quality abortion care in the United States—particularly for poor and low-income people—by providing financial and technical support, strategic thinking, legal compliance assistance, and information to the abortion provider community. RAD's growing staff currently includes 10 full-time staff members working remotely across the U.S. RAD operates several programs including: a Loan and Grant Program, which provides capital support to eligible independent abortion providers; Regulatory Assistance for Abortion Providers (RAAP), which provides legal and regulatory compliance advice to abortion providers; and a Technical Assistance program that supports the existence and resiliency of the independent abortion delivery sector.

Position Summary

The Loan and Grant Program Manager will bring strong financial knowledge as well as excellent communication and project management skills to the Loan and Grant Program. This program seeks to promote the continued existence and resiliency of the independent abortion sector by offering funding that incentivizes, and removes financial barriers to, activities that protect, improve, or expand patient access to quality services at independent facilities. The Program Manager will report to the Director of Loan & Grant Funds and will be expected to work closely with other program staff. The Manager will support the day-to-day operations of RAD's funding programs and will be responsible for executing key activities including financial health assessment, communication and relationship-building with abortion providers, application and report review and evaluation, compliance with internal protocols, and overall project and task management.

This position, the second Loan and Grant Program Manager on the team, was recently created to support the execution of RAD's new strategic plan that calls for significant program growth. This position will have regular ongoing responsibilities but is also expected to be flexible and adapt quickly to changing priorities as RAD is a growing organization, and RAD staff work as a nimble and fast-paced team. The Program Manager will primarily work remotely, with monthly in-person meetings on the East Coast; the Manager's supervisor is based in the New York City area.

Essential Responsibilities and Tasks
- Provide financial analysis on all RAD funding applications and reports. Assess submitted financial statements, tax returns, and audits against RAD's funding eligibility requirements and evaluate key financial health metrics.
- Support all aspects of the Loan and Grant Program operations including: drafting mass communications, participating in calls with applicants and awardees, review and evaluation of information and materials submitted in applications and reports for completeness and accuracy, processing grant and loan agreements.
- Serve as a point of contact for RAD applicants and awardees. Follow-up with individual applicants and awardees as needed, provide assistance for accessing RAD's online application and reporting systems, and offer substantive support on navigating RAD's funding materials.
- Prepare and create reports that track and highlight aspects of the program including: applicant profiles, recipient profiles, funding amounts and purposes, etc. Participate in RAD's regular analysis and review of aggregated information about the independent abortion sector, particularly providing insight into any observed financial health trends.
- Develop and maintain tracking systems to ensure all aspects of the program are coordinated and completed on time. Responsible for ensuring all collaborative tools, including the RAD project management system, shared Google Drive, and SalesForce contact relationship management system, are regularly updated.
- Be a driver for this program within the RAD team ensuring that all staff have a clear understanding of their current tasks and deadlines. Flag, and ensure attention is paid to, unforeseen issues well in advance. Identify trends, opportunities and areas for improvement in the program and propose ways to achieve those improvements.
- Support RAD's work in other key areas as needed and assigned.

Required Experience, Knowledge, Skills and Ability
- Minimum 3 years experience in the following: grantmaking, community development financial institution (CDFI), small business administration, nonprofit financial management, bank loan underwriting, business accounting, lending, and/or financial analysis.

- Analytic and critical thinker with knowledge of, and proficiency navigating, small business and/or nonprofit financial statements, audits, tax returns, etc.
- Ability to work remotely (RAD will consider reimbursement for as-needed use of co-working spaces on a case by case basis) and to travel to in-person meetings in the U.S. approximately one time per month
- Demonstrated experience telecommuting, working virtually, or working with an off-site manager, or comparable work experience that shows an ability to succeed in an off-site work situation.
- Demonstrated aptitude for learning and using software/applications for research or work settings (e.g., project management tools, data collection applications).
- Ability to effectively and efficiently handle multiple, simultaneous and complex tasks.
- Ability to work with a wide range of stakeholders.
- Proficiency with Google applications including Gmail, Google drive, Google docs, and Google sheets. Proficiency with Microsoft Word, Excel, and PowerPoint.

Valued Education, Experience, Knowledge, Skills and Ability
The following are preferred but not required:
- Bachelor's degree
- Experience in the grantmaking and/or reproductive health fields that is applicable to the essential responsibilities listed above
- Experience working in a start-up environment
- Experience working for a non-profit organization
- Experience using SalesForce

Attributes
A strong candidate for this position will have the following attributes:
- Independent self-starter who is able to stay focused and driven while working remotely
- Extremely well organized and detail-oriented
- Strong oral and written communicator
- Excellent time management skills, including the ability to prioritize assigned tasks and work efficiently towards completing them
- Team player willing to perform a wide variety of tasks
- Handles sensitive information with the highest degree of integrity and confidentiality
- Professional, personable, and has a sense of humor
- Commitment to reproductive justice and protecting abortion access
- **RAD is committed to cultural diversity and strongly encourages applications from diverse candidates.**

Salary and Benefits

The starting salary for this position is $75k-$84k per year. Benefits include full medical, dental, prescription drug, and vision insurance, short and long-term disability and life insurance, participation in our retirement plan, and competitive vacation, personal, and volunteer leave.

Hopewell Fund Careers
Resources for Abortion Delivery is a project of Hopewell Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Hopewell Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Hopewell Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

How to Apply
Submit a resume and cover letter to admin@radprogram.org by February 3, 2020, 11:59pm ET. Applications will be accepted on a rolling basis with first round interviews beginning the week of January 27.