

# National Family Planning & Reproductive Health Association

Position Description: Director, Program  
Reports to: Vice President of Program  
Last updated: December 2024  
Salary Range: \$85,000-\$100,000  
Closing date: January 24, 2025

## WHO WE ARE

The National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization representing providers and administrators committed to helping people get the family planning education and care they need to make the best choices for themselves and their loved ones. NFPRHA works to enhance the ability of thousands of nurse practitioners, doctors, and other health professionals to provide high-quality family planning care through training and advocacy.

## WHAT IS THE POSITION

NFPRHA is seeking a Director to join a four-person Program team and contribute to the strategic and operational aspects of the Program function, supporting the advancement of safety-net family planning providers and administrators. This role will focus on delivering high-quality technical assistance, fostering collaboration with members and external partners, advocating at the federal level for NFPRHA members, and advancing initiatives to enhance operational and clinical practices in family planning.

## RESPONSIBILITIES

The ideal candidate is a collaborative and strategic thinker with deep expertise in Title X and family planning who is committed to advancing NFPRHA's mission of improving family planning care within the nation's health care system. They demonstrate the ability to independently define direction and strategies, proactively address challenges, and design solutions with a strong understanding of public funding, scalability, and organizational impact.

### Member Support and Satisfaction:

- Deliver high-quality technical assistance and resources to NFPRHA members.
- Integrate best practices, troubleshoot issues, and provide timely support to enhance member satisfaction.

### Collaboration and Partnership:

- Foster internal teamwork and cultivate external partnerships to support NFPRHA's mission.
- Collaborate with NFPRHA members and external stakeholders to advance the shared interests of safety-net family planning providers.

### Expertise and Thought Leadership:

- Contribute to NFPRHA's role as a leading expert in family planning and Title X.

- Expand knowledge, foster professional credibility, and contribute to advancements in family planning policies, procedures, regulations, operations, financing, and clinical practice.

**Advocacy:**

- Effectively advocate on behalf of NFPRHA members, aligning strategies with their needs, and collaborating with them to address key challenges.

**Strategic Initiatives:**

- Identify catalysts for change and provide resources, training, peer-to-peer learning opportunities, and assessments.
- Support NFPRHA members in enhancing operational strengths and adapting to evolving public policy and service delivery landscapes.

**Policy Implementation and Program Sustainability**

- Translate policies into actionable practice, ensuring alignment with member needs.
- Develop and disseminate resources to strengthen member programs and promote sustainability.

**REQUIRED QUALIFICATIONS**

- 5+ years' experience in Title X, such as work with Title X grantees or sub-recipients, including grant management, network building, allocation processes, and/or revenue cycle management.
- Strong understanding of family planning policies, procedures, regulations, and clinical practices.
- Experience in change management in safety-net settings and developing program sustainability strategies.
- Demonstrated expertise in policy implementation, with a strong ability to translate public policies into operational practices and policies, and a solid understanding of how public policy impacts service delivery.
- Commitment to anti-racism work; cultural competency in health equity; and demonstrated ability to cultivate interpersonal skills with diversity, equity, and inclusion in mind.
- Exceptional collaboration and relationship-building skills, with strong situational awareness of diverse perspectives of members, staff, and coworkers.
- Excellent writing, editing, and proofreading skills, with the ability to adapt messaging for various audiences.
- Exceptional time management skills and a desire for continued growth and development.
- Ability to be creative with attention to detail and proven ability to work with an entrepreneurial spirit.

## **SPECIAL CONSIDERATIONS**

- Willingness and ability to travel about 10% of the time, if public health circumstances permit.
- NFPRHA presumes that all staff work fully remote. NFPRHA maintains an office in Washington, DC, and staff may but are not required to work in the DC office. Nearly 65% of the sixteen full-time staff live in the DC region. We also have staff who live in Illinois, Kentucky, Minnesota, New York, and Vermont.
- Generous benefits package.
- Background and credit checks are required.

## **HOW TO APPLY**

- Interested applicants should submit a cover letter and resume.
- Applicants are asked to address how they meet each of the required qualifications for this position; if this information is not included in the resume, please discuss it in the cover letter.
- If you submit your materials by email, please send them to [hr@nfprha.org](mailto:hr@nfprha.org) and include "Director, Program" in the subject line.
- Resumes without cover letters will not be considered.
- No phone calls, please.