



reproductive
health
access
project

Reproductive Health Access Project Job Description

Title: Manager of Development

Reports To: Interim Executive Director

Date of Approval: April 10, 2026

Overview

The Reproductive Health Access Project (RHAP) trains, supports, and mobilizes primary care clinicians to ensure equitable access to sexual and reproductive health care, including abortion. RHAP fills critical gaps in clinical education and care delivery by centering communities most impacted by barriers to care. We connect, develop, and support clinicians to become effective leaders promoting reproductive freedom. We develop practical, evidence-based, patient-centered clinical tools and educational resources that set a clinical standard in the U.S. and are used worldwide. Our clinical training programs develop primary care clinicians who provide, advocate for, and teach full-spectrum reproductive health care. Our technical assistance programs creatively address barriers to providing high-quality abortion, contraception, and management of early pregnancy loss care in primary care settings. Through our national organizing and mobilizing, we are building a movement to change the way reproductive health care is provided.

Role

The Manager of Development is a key member of RHAP's team, responsible for managing the organization's fundraising strategy, including: donor cultivation, communications, and revenue growth. This role manages day-to-day fundraising operations, supports board and staff in fundraising efforts, and identifies new revenue opportunities, including individual donors, family foundations, and grant prospects.

The Manager also serves as a liaison between staff and board on fundraising initiatives, maintains donor databases, supports outreach and cultivation, and coordinates fundraising communications. They may supervise development support staff, including interns, and collaborate across teams to foster a positive and productive work environment. The Manager of Development ensures all of RHAP's fundraising efforts are aligned with RHAP's mission, vision, and programmatic priorities and applies the [organization's values](#) in all aspects of their work.

Summary of Responsibilities:

A. Administrative Skills & Duties

- Maintains paper and electronic development files.
- Reviews, updates, and manages compliance with fundraising procedures.
- Coordinates processing donor contributions, including timely acknowledgment letters.
- Resolves problems and completes tasks and duties within a reasonable time frame.
- Conducts monthly financial reconciliation of all donations.
- Supervises Development team in charge of development operations (if applicable), including development procedures, database, prospect, financial tracking, acknowledgment letters, and gift processing.

B. Database & Technology

- Maintains donor and fundraising information in CRM (EveryAction strongly preferred).
- Produces regular fundraising reports on donors, campaigns, and fundraising goals.
- Plans, organizes, and carries out online fundraising initiatives, including developing online donation pages.
- Updates organizational website, as needed.
- Maximizes the capacity of organizational social media accounts to support fundraising efforts.

C. Development Skills & Duties

- Develops and manages a comprehensive annual individual giving plan, budget, and calendar, with clear financial objectives for fundraising activities that support the organization's strategic direction.
- Creates and executes a strategy for growing a large sustained base of recurring donors.
- Coordinates donor outreach activities, such as direct mailings and emails.
- Researches donors, prospects, and grant/foundation opportunities; support or manage grant applications as needed
- Supports that the organization's fundraising/development efforts remain mission-driven and uphold organizational values.
- Remains informed of fundraising best practices as they affect charitable giving.
- Deeply understands the organization's programs and strategic direction and brings this understanding to all fundraising communications.
- Coordinates and plans special events as needed.

D. Major Gifts

- Develops, builds, and manages relationships with individual donors, family foundations, and prospective supporters contributing or potentially contributing \$5,000+.
- Works with staff to identify prospects and cultivate existing relationships.
- Attends donor meetings with leadership.
- Creates and executes individual giving events (house parties, receptions, happy hours) that promote the organization and recruit new support.

E. Board Relations

- Works directly with the Board to ensure that they are well-informed about RHAP programs and strategy, and have all the tools necessary to identify and leverage their networks for RHAP.
- Manages all yearly board pledge forms and holds the board accountable for their fundraising initiatives.
- Works with board members to identify new prospective donors to cultivate, solicit, and steward.
- Organizes and supports the Board Fundraising Committee.
- Designs fundraising opportunities for board members and potential volunteers.
- Maintains Board shared drive that includes resources and tools for Board members to achieve their individual goals.
- Assists in creating appropriate materials, reports, and presentations for the Board.
- Serves as the staff liaison to the Board in all areas related to development and fundraising.

F. Communications

- Accurately gathers and transmits ideas and information orally and in writing.
- Manage all RHAP fundraising communications to reflect the organization's values, including our commitment to reproductive justice and anti-racism.
- Oversee external communications related to promoting the organization. This includes input on the organization's monthly newsletter, blog posts, and related social media.
- Contributes to the bi-monthly staff reports to the board.
- Coordinate development-related communications, including newsletters and donor-facing content
- Designs and produces letters, emails, and reports related to fundraising and development activities.
- Supervises communications intern (if applicable).

G. Relationships

- Maintains positive relationships with all RHAP staff, board, clinician community members, external vendors, and partner organizations.
- Represents RHAP as an ambassador.

H. Ethics and Integrity

- Upholds the Reproductive Health Access Project *Code of Ethics* in all facets of professional and personal work interactions.
- Understands and practices confidentiality concerning non-public information about RHAP, staff, board, supporters, and all other third parties.
- Demonstrates commitment to the organization's values as listed in the Introduction to the Code of Ethics.

- Applies a race equity lens in decision-making and priority setting: considering equity implications and effects of implicit bias on marginalized communities within and outside of RHAP.

I. Other:

- Performs other duties as required.

Job Characteristics

- Demonstrates technical competence to perform all aspects of the job.
- Works well with staff/partners/allies/volunteers to achieve organizational objectives.
 - Works efficiently, cooperatively, and collaboratively with others in an affirming manner and consistently with organizational values.
- Demonstrates ability to represent RHAP with courtesy, tact, and sensitivity when interacting with allies, donors, and partners.
 - Is responsive to their needs and takes appropriate responsibility for resolving problems.
- Produces high-quality work in an efficient manner.
- Anticipates what needs to be done and does it, willing and able to take appropriate risks, looks for ways to do things better while centering equity and reducing harm to marginalized communities.
- Plans and organizes own work; uses resources, including time, effectively and efficiently; sets appropriate priorities aligned with RHAP values. Has a willingness to accept and try new ideas and suggestions. Adapts to new methods or conditions.
- Resolves work problems and makes appropriate decisions quickly and accurately within scope of responsibility, considering equity implications on marginalized communities within and external to RHAP. Knows when to seek supervisory guidance to resolve problems.
- Expresses ideas clearly, concisely, and effectively both orally and in writing; listens well, shares work-related information, and seeks feedback.

Job Qualifications

Community Familiarity: Experience or interest in working and/or learning to work with primary care, reproductive health, rights, and justice communities, as well as an understanding of the dynamics between these communities.

Project Management: Experience in working with others to plan and execute projects, research, events, or initiatives. Ability to manage others to meet deadlines and project objectives.

Self-direction: Takes initiative in what can sometimes feel like chaotic or ambiguous environments, and is motivated to figure out solutions instead of waiting for directions. Detail-oriented, patient,

highly organized, and follow-through on all your responsibilities. Is responsive and works quickly and collaboratively.

Communications: Strong overall written and oral presentation skills, and the ability to communicate with people of various backgrounds and experiences. Is a good listener and communicates their thoughts clearly. Able to write clearly and effectively for a variety of audiences and formats, ranging from fundraising proposals, donor appeals, and social media.

Knowledge:

- *Experience in nonprofit fundraising, donor engagement, or development operations.*
- *Familiarity with grant research and application processes.*
- *Experience with CRM systems (EveryAction familiarity strongly preferred)*
- *Proficiency in Google Workspace and Microsoft Office; WordPress a plus*
- *Experience with Canva or Adobe Creative Suite a plus*

Resilience: Able to withstand working in an organization exposed to a tumultuous political environment, biased anti-abortion/reproductive rights beliefs, and incidents from external sources.

Collaborative Spirit: Ability to work as an integral part of a team of hard-working, energetic professionals, taking input from a variety of assertive colleagues.

Prioritization and Detail Orientation: Ability to set and meet goals, prioritize, plan, manage, and complete work on deadline and in optimum quality. Responds to constantly shifting daily events and priorities with strategic thinking and planning and humor and enthusiasm.

Commitment to Reproductive Justice: An understanding of and commitment to issues affecting the reproductive health/rights/justice community, as well as an understanding of racism, classism, and other systems of interconnected oppressions is critical.

Accountability: Holds self and others responsible for commitments, maintains transparency about progress and challenges, and ensures work is completed with integrity and follow-through.

Language Ability: Ability to communicate effectively in English is required.

Work hours & Compensation

This is a full-time, exempt, remote position, which involves travel at times.

Salary: \$78,700.00.

Benefits include:

- 20 days of paid time off a year,
- 10 sick/personal days,
- 11 paid holidays,
- Employer-covered health, dental, and life insurance,
- Employer contribution to HRA (health reimbursement account) and flexible spending accounts,

- Generous WFH stipend to set up home space,
- Professional development, and
- Retirement benefits.

Work Environment

This is a fully remote position. The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to sit and use a computer for a large majority of working hours.
- The employee may be based anywhere within the United States.
- Occasional in and out-of-state travel to conferences and meetings may be required.
- The employee may be required to work outside for programmatic duties such as tabling and coordinating events.
- This position is full-time, with the employee's regular full-time schedule to be approved by the supervisor.
- The employee will occasionally be asked to work evening and weekend hours for special program events or as necessary.
- Some work at off-site locations may be required; RHAP aims for accessibility in any off-site location that we control, but some of them may not be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, and scanners. The employee is regularly required to communicate effectively via computer, via phone, and in person.

How to Apply

Send a cover letter, resume, and contact information for three references to hr@reproductiveaccess.org. Please include "Manager of Development" in the subject line. In your cover letter, please let us know where you heard about this position. There will be a minimum of two rounds of interviews. Applications will be reviewed on a rolling basis.

The Reproductive Health Access Project (RHAP) is an Equal Opportunity Employer and does not discriminate against any individual based on any non-merit factor and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. In fact, RHAP actively seeks to build and maintain a diverse staff with regard to race, sex, gender identity, age, ability, religion, national origin or sexual orientation. In addition to Federal law requirements, RHAP complies with applicable state and local laws governing nondiscrimination in employment.