



URGE Job Announcement – Deputy Director for Administration and Finance

Join our team to advance reproductive justice for young people!

Position: Deputy Director for Administration and Finance
Salary: \$90,000 - \$95,000; health and dental coverage for staff fully paid by URGE
Location: The position may be based anywhere, though strong preference will be given to candidates located URGE investment states (Alabama, California, Georgia, Kansas, Ohio, Texas) or Washington, DC.

Organizational Overview: Unite for Reproductive and Gender Equity (URGE) envisions a liberated world where we can live with justice, love freely, express our gender and sexuality, and define and create families of our choosing. To achieve our vision of liberation, URGE builds power and sustains a young people’s movement for reproductive justice by centering the leadership of young people of color who are women, queer, trans, nonbinary, and people of low-income. As a state-driven national organization, URGE organizes our communities, provides a political home for young people, advocates for meaningful policy change, and shifts culture, working in states where the challenges and opportunities are greatest.

Position Overview: URGE seeks a highly effective, experienced individual who is aligned with our values to develop, implement, and lead the administrative, human resources, and finance work of the organization, as part of a dynamic team.

URGE seeks an energetic and proactive senior manager to partner with the Executive Director in shaping and implementing our long-term goals. The Deputy Director collaborates closely with the Executive Director, acting as a thought partner and second-in-command, devising organizational strategy and planning and managing relationships with key stakeholders, including the Board of Directors, allies, funders and staff. The Deputy Director leads our internal and business functions, enhancing our process and infrastructure in finance and administration, organization development, fundraising and communications. This position will report to the Executive Director.



Responsibilities:

Essential Responsibilities Include:

General Leadership: Provide a strong day-to-day presence as internal leader of the organization, managing organizational directors, bridging departmental operations and goals and supporting an open-door policy among staff. Lead strategic planning and implementation processes in partnership with the Executive Director and Board of Directors. Research and recommend systems that improve consistency and continuity throughout the organization. Serve as an external leadership figure, attending meetings, events and coalition activities as needed or when the Executive Director is unable. Participate in regular meetings of the Board of Directors and relevant committees. Provide guidance and leadership over URGE's measurement, reporting and evaluation processes. Cultivate URGE values and promote and strengthen our organizational culture.

Finance: Act as chief financial officer, working with the accountant to manage all financial and business activities. Lead annual budgeting process including financial analysis and projections. Prepare, manage, analyze and administer the annual budget (\$1 million annually), including identifying deviations and recommending adjustments needed to meet annual goals. Monitor and report on organizational performance, ensuring accuracy, integrity and credibility of financial statements and presenting reports to the Executive Director, Finance Committee and Board of Directors. Oversee business policies and accounting practices. Oversee all bookkeeping transactions, including A/R, A/P, bank reconciliation, and payroll. Manage cash flow and ensure sufficient funds to meet the operating needs. Support outside auditors to complete annual audit and to ensure timely filing of federal, state, county and city tax forms and applications. Ensure that all program-related functions are conducted in compliance with regulations of the IRS and other agencies to which URGE is accountable. Maintain records and supervise board operators in their compliance with FCC regulations. Support and advise the Executive Director and Board of Directors in financial decision making.

Operations: Create annual operations plan and budget, maintaining and improving cost-effective operations. Oversee legal activities: letters of agreement, contracts, leases and other legal documents. Manage risk, procuring, evaluating and maintaining appropriate insurance policies. Grow, strengthen and maintain URGE's information technology systems and infrastructure. Supervise administrative functions and Administrative Development Associate. Manage key vendor relationships including insurance providers, printers, designers, Web design and maintenance, technology support, software and equipment. Manage and plan for the organization's facility's needs,



ensuring smooth daily operations of the physical organization and equipment. Oversee URGE tenant relationships, including collecting rent, answering questions, etc.

Management & Human Resources: Manage all aspects of hiring and termination, including recruitment, compensation, orientation and retention. Lead organizational development planning and processes, including staff retreats, internal planning days, professional training and development opportunities, etc. Provide day-to-day supervision and direction to senior staff and administrative associates. Lead the organizational performance review process, creating individual development plans for all employees and ensuring timely and regular reviews. Review and update organizational policies and employee manuals. Ensure compliance with labor laws and regulations and parity with industry standards. Maintain employee records. Administer payroll and benefits.

Communications and Fundraising: Strategize and participate with the Executive Director in strengthening organizational visibility through relationship development, speaking engagements, board memberships and other external opportunities. Manage and support Communications Director in setting and achieving communications goals, presenting a consistent “voice” for URGE and ensuring quality control over all public materials. Manage and support Development Director in creating a positive fundraising culture, setting and achieving development goals and participating, as needed, in various fundraising activities including individual donations, special events and institutional funders. Evaluate and participate in the development of earned income opportunities. Prepare budgets for grant proposals and reports.

Qualifications:

- Strong commitment to reproductive, gender, and racial justice; to the rights of all individuals to make their own decisions about sexual and reproductive health; and to government’s responsibility to defend and support those rights
- Experience working at people of color -centered and -lead organizations
- Experience and expertise organizing and working with people of color
- Experience and expertise organizing and working with LGBTQIA+ individuals and communities
- Demonstrated commitment to young people’s liberation.
- Excellent written and verbal communication skills in English
- Flexibility and adaptability to change
- Willingness to identify, develop and take on new opportunities to further URGE’s mission
- Knowledge of Microsoft Office programs, Google Drive



- Comfort learning new online tools
- As a prerequisite, you must believe in the core values of URGE and be driven by the mission.
- The candidate should demonstrate a passion for breaking new ground to lead social change.
- The successful candidate will have at least 4 years' experience in a similar position or other position with broad organizational responsibilities including a strong focus on financial management, income development, people management and strategy. Formal accounting training is desired, but not required.

Beyond that, we are seeking a candidate that has proven experience in scaling to a multi-site organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team. Additional requirements include:

- Results—a proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen, including successful P&L management and the ability to balance the delivery of programs against the realities of a budget; problem solving, project management, and creative resourcefulness.
- Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization—exceptional capacity for managing and leading people; proven ability to lead and manage diverse teams; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower leaders from the bottom up, lead from the top down, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action/Solution Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information or time is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- Communication – able to communicate clearly and concisely, both orally and in writing; to inspire and reach people with words; strong editing experience; understanding of nuance, voice and audience.



- General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing

To Apply: Applications are accepted on a rolling basis. Incomplete applications will NOT be considered. **Please send a cover letter, resume, 2-page writing sample, and the names and contact information of three references to HR@urge.org.**

URGE is an equal opportunity employer. People of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.