



Job Description

Nebraska Family Planning (NEFP)

Role: Programs & Initiatives Manager

Position: Full Time

Rate of pay: \$50,000.00 - \$55,000.00 per year

Hours Per Week: 40 Hours

Overview: Nebraska Family Planning (NEFP) works to provide access to reproductive health care services and education while recognizing that family planning is a basic human right that is essential for the well-being of all individuals. NEFP is seeking mission-driven professional with previous experience in reproductive and sexual health to join the Programs & Initiatives team. The **Programs & Initiatives Manager** will be an integral part of team which leads NEFP's program of work, including training, pilot initiatives (such as telehealth implementation), evaluation, and working with partner organizations. The ideal candidate will have a strong commitment to reproductive justice, experience in reproductive and sexual healthcare, a proven track record of building strong relationships, and a keen attention to detail. Candidates with a background in sexual health education are encouraged to apply.

Position may be remote or hybrid: If located within commuting distance to the office, position will work from office location with occasional work from home. If located outside of commuting distance, position will work from home with regular visits to the Omaha office.

Essential Functions:

- Coordinate communications among network partners and grantees regarding programs and initiatives.
- Convene & facilitate meetings with NEFP network partners and grantees to support programs and initiatives.
- Collaborate with other members of the Programs & Initiatives team to identify program development needs and opportunities.
- Research, identify and seek out local, regional, and national resources and best practices to support programs and initiatives.
- Manage project plans and calendars, and coordinate with NEFP staff to ensure successful implementation of programs and initiatives.
- Support day-to-day implementation of NEFP-led initiatives.
- Support establishment of systemic partnerships and maintain effective working relationships with community partners, social service agencies, local, state, and federal governmental departments, health entities, and advocate for RSH services as needed.
- Engage in local, statewide, and regional committees, workgroups, and relevant councils.



- Additional responsibilities as identified by NEFP.

Work Experience, Skills, and Abilities:

- Well-rounded proficiency in Microsoft Office Suite, Teams, Adobe Suite, Windows, and Outlook.
- Analytical, team, project management, and self-directing skills.
- Commitment to mission of NEFP and reproductive justice.
- Ability to switch between thinking big and implementing day-to-day operations.
- Demonstrate effective and supportive communication and relationship-building skills.
- Application of adaptive leadership to manage and facilitate change.
- Requires organization and coordination, multi-tasking, interpersonal, and verbal/written communication skills.
- 3-5 years' experience in program development and coordination within a not-for-profit or government entity, ideally focused on sexual and reproductive health, public health, or another relevant field.

Education:

- Bachelor's degree required. Master's degree in relevant field preferred.

To apply, please submit a resume and cover letter to Mariel Harding, Senior Director of Programs and Initiatives, at mariel@nefamilyplanning.org

Nebraska Family Planning is an Equal Opportunity Employer and will not discriminate in its employment practices, volunteer opportunities, or the delivery of programs and services, on the basis of race, color, religion, gender/gender identity, national origin, age, disability, medical condition, handicap, veteran status, marital status, sexual orientation, or any other characteristic protected under federal, state or local law.'