



## Executive Director Job Description

Chelsea's Fund seeks an energetic, skilled and passionate, full-time executive director who will provide strategic leadership, drive organizational effectiveness, direct operations, engage stakeholders and oversee development and financial management as we fulfill our mission to support bodily autonomy, individual dignity and reproductive freedom for Wyoming and Idaho residents through abortion access.

**Who we are:** Chelsea's Fund is a 501(c)(3) nonprofit abortion fund. We foster reproductive freedom through financial and logistical support to access abortions, community education and advocacy for abortion access in Wyoming.

Wyoming is a conservative state, but retains strong values of individualism and freedom that are consistent with the belief that individuals, not government, should be responsible for their own abortion decisions. Currently, abortion is legal in Wyoming. We are proud that Wyoming has served as a haven for care for our neighbors from Idaho and South Dakota. We have litigation pending before the Wyoming Supreme Court that challenges existing, currently stayed, bans. The court's ruling expected later this year will be pivotal, either keeping abortion legal or allowing a complete ban to take effect.

The executive director will be faced with a rapidly changing abortion access environment, both at the state level and nationally. Your successful creativity, determination, initiative and decision-making will make a vital difference in the lives of many individuals.

The most competitive candidates will bring:

- Passion for and experience with protecting and providing access to abortion care;
- Experience with non-profit management, fundraising, communications

## Position Responsibilities

Reporting to the Board of Directors, the Executive Director drives and implements Chelsea's Fund's strategy and is responsible for organizational management, client care oversight, fundraising, and communications/education/outreach.

**Organizational Management:** Implement and expand our organizational strategy and workplan in line with our mission and strategic plan. This position will be responsible for daily financial tasks and oversight; client care oversight with

staff/volunteers including maintaining and improving systems; being informed about statewide, regional and national abortion care issues, procedures and partners; working with our attorneys and co-plaintiffs in our legal challenges opposing restrictive abortion laws; and compliance with non-profit practices including documentation. This position will manage any staff and our relationships with contracted professionals to ensure timely, quality execution of work.

**Fundraising:** Sustain and, as needed, grow funding from individuals, foundations, and business partners through donor stewardship with existing individual donors and cultivation of new supporters.

**Communications, Education and Outreach:** Grow and maintain education, communications and community outreach to potential clients accessing our services and to all Wyomingites to build understanding of and support for abortion care as a fundamental need and right. Tools used will include website, social media, advertising, printed materials, outreach to individuals and groups throughout the state, and partnerships.

## **Qualifications and Experiences**

### **Required:**

- You must either be a resident of Wyoming or be willing to relocate to Wyoming if hired.
- Unwavering commitment to abortion access for all.

### **Desired Qualifications and Experiences:**

- Experience developing and implementing organizational plans and impactful programs including day-to-day financial oversight, organizational sustainability, and compliance with non-profit practices and documentation;
- Experience with abortion care or abortion advocacy, in a volunteer or professional capacity, personally or as an advocate or provider;
- Experience working with a non-profit Board to ensure programmatic activities meet client needs and are in compliance with 501c3 standards and donor requirements;
- Professional-level experience in communications, including creating social media, print media, and advertisement buys, as well as drafting press releases and responding to press inquiries ;
- Proven ability to work independently while also succeeding in a collaborative remote team environment with board and coalition members;
- Advocacy experience with elected officials, community members and partner organizations;

– Experience successfully fundraising with individuals, foundations and business partners including donor communications, grant writing and reporting.

**Compensation and Benefits:**

Annual Salary: \$70,000 - 80,000 DOE

Work-from-home/remote/flexible schedule

Health insurance - stipend or plan, TBD

Paid holidays and generous paid-time off, including sick leave

Cell phone stipend

Organizational commitment to professional development, including funding for professional development

Note: Some travel, both within and outside of Wyoming, may be required for this position; travel costs will be covered by the organization.

**To Apply:**

Please provide a cover letter, resume, and three references to [info@chelseasfund.org](mailto:info@chelseasfund.org).

Applications will be accepted until the position is filled; however, preference will be given to resumes received by May 1, 2025.

*Chelsea's Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*