



Midwifing safe, quality, loving care

BIRTH DETROIT OPERATIONS MANAGER

The mission of Birth Detroit is to midwife safe, quality, loving care through pregnancy, birth, and beyond. We are a team of birth workers, birth advocates and public health leaders working together to open Detroit's first freestanding birth center. Now a legally established 501c3 nonprofit organization, Birth Detroit opened its first community midwifery clinic in fall 2020 and continues to fundraise for the birth center to open in 2021.

Birth Detroit is hiring a part-time Operations Manager to join the leadership team, and provide operations leadership and administrative direction to the organization. This is an exciting opportunity to help build organizational capacity and join in transforming the spirit of maternal health care in Detroit.

The Operations Manager is a part-time (20 hours/week) position and reports to the Executive Director. This may be the job for you if you:

- have 3 or more years of nonprofit operations or administration experience
- are looking for part-time remote work
- are committed to reproductive and birth justice and
- enjoy the start-up phase of organizational development.

The position is open until filled. Interested candidates are invited to submit cover letters and resumes to leseliey@birthdetroit.com.

RESPONSIBILITIES

Organizational Development

- Work closely with the Executive Director to learn organizational needs and develop goals to best support organizational operations.
- Develop and facilitate implementation of internal and programmatic operations systems/solutions with a focus on building sustainable organizational capacity, efficiency, and continuous improvement.
- Maximize efficiency by developing, improving, and maintaining organizational infrastructure, including communications and workflow management, policies and procedures, personnel hiring and retention practices, procurement and record keeping.
- Support internal human resource needs, including drafting and updating the employee manual and organizational policies; coordinate necessary training.

Communications

- Maintain a robust understanding of the complex elements of this healthcare startup, including a wide variety of community stakeholder relationships, and serve as a warm first point of contact for the organization by email, phone, and in-person.
- Manage organization email and social media accounts, and work with digital media consultants and interns to develop responses, correspondence and content that reflects organizational values.
- Support design, compilation, editing, review, printing and distribution of newsletters, brochures, cards, and other communication materials.
- Work with digital media consultant to track and coordinate website updates.

Volunteer Coordination and Events

- Assist with planning and implementation of events (virtual until safe to gather).
- Manage volunteer coordination, including orientation and ongoing engagement.
- Coordinate outreach presence at community events.
- Coordinate scheduling and logistics for Birth Detroit hosting, including provider, payor, and community forums, trainings, and events

Administration

- Coordinate all communications and planning with the Board of Directors, Advisory Council, and workgroups.
- Manage organization and director calendars, prioritizing and resolving conflicts as needed.
- Schedule internal and external meetings including workgroups, take notes, support next steps as needed.
- Develop and maintain a system for organizing files and documents, including vendor and other organizational contact information.
- Assist with travel arrangements, registrations and memberships as needed.
- Manage memberships, subscriptions, databases, office equipment and merchandise inventory.
- Purchase and keep inventory of office supplies, clinic supplies and branded merchandise
- Coordinate online store updates, shipping, and inventory.
- Assist with documentation of insurance coverage for organization and staff.
- Manage repair and maintenance of office equipment, including computers, phones and printers.
- Manage organizational archives.

Minimum qualifications include:

- three or more years of experience in nonprofit administration, operations or human resources management.
- strong writing, editing, and verbal skills, including the ability to clearly and empathetically communicate with people of a wide range of backgrounds, life experiences and credentials.
- experience working with boards, committees, work groups, donors, and/or volunteers.
- ability to work both independently, as part of a team, and with a range of external organizational partners.
- ability to work remotely and effectively manage expectations to achieve established goals.
- comfort using a variety of applications and platforms (examples include Microsoft Office, Google Drive, Zoom, Squarespace, Slack, Trello, Miro) and the flexibility and ability to learn new systems and tools that might be unfamiliar.
- interest in and commitment to Birth Detroit mission, vision, and values.

The ideal candidate possesses **a compelling combination of some** of the following:

- knowledge of organizational management, coupled with a deep desire to re-imagine and actively transform away from oppressive organizational systems and practices.
- experience in maternal and child health, public health, community organizing, or movement building.
- experience managing complex projects and competing priorities, while maintaining high standards of quality and responsiveness.
- commitment to achieving goals through strong project management, facilitation, communication, and administrative and logistics leadership.
- self-awareness and wisdom to leverage existing resources and ask for help when needed.
- understanding of the role of Black-led organizations in birth justice and a personal commitment to racial justice, equity, liberation.
- demonstrated success working with partners from diverse life experiences.
- lived experience belonging to communities most impacted by structural inequity.
- fluency or proficiency in a second language.
- willingness to grow and learn with birth center start-up organization development.

Compensation

The position is part-time (0.5 FTE), 20 hours per week. Part-time salary range is \$30-40,000. Full-time (1.0 FTE) salary range is \$60-80,000.

To Apply

To apply send resume and cover letter to leseliey@birthdetroit.com. The position is open until filled.

Equal Opportunity Employment

Birth Detroit is an equal opportunity employer and strongly encourages people directly impacted by inequity in maternal and child health, people of color, people with disabilities, and LGBTQ+ people to seek employment opportunities with us.

Values Statement

The mission of [Birth Detroit](#) is to midwife safe, quality, loving care through pregnancy, birth, and beyond. We dream of a world where birth is safe, sacred, loving and celebrated for everyone. Birth Detroit's core values are safety, love, trust and justice. Safety is the foundation of Birth Detroit. We know birth center care improves outcomes and enhances the birth experience. All families should have access to a full range of safe birth options (birth center, home, and hospital). Love is the spirit of Birth Detroit. We lead with love. Our care for families is grounded in dignity, respect and a belief in the inherent value of all people. Trust is the heart of Birth Detroit. We listen to and believe our families and understand cultivating trust is essential so families can thrive. Justice is the root of Birth Detroit. We lift up reproductive justice, which is defined by SisterSong as "the human right to maintain personal bodily autonomy, have children, not have children, and parent the children we have in safe and sustainable communities."