



Lawyering for
Reproductive
Justice

ifwhenhow.org

Job Title: Associate Network Director

Reports to: Legal Services Director & Senior Counsel

Created: August 2025

FLSA Status: Full Time Exempt

Fully remote; must be located in the U.S.

If/When/How: Lawyering for Reproductive Justice is a legal services and advocacy organization that represents people in crisis, reshapes the law, and builds a network of lawyers working for reproductive justice. If/When/How works to change the law so that everyone has the power to determine *if, when, and how* to define, create, and sustain their families with dignity, and to actualize sexual and reproductive wellbeing on their own terms.

POSITION SUMMARY:

If/When/How seeks an experienced attorney dedicated to holistic, client-centered legal services, and who recognizes the important role of attorneys, advocates, and law students in meeting legal and related needs for clients and communities. The Associate Network Director will lead the team's work to recruit, train, support, and engage allied attorneys, advocates, law students, and partner organizations to build the If/When/How Network across all 50 states. They will engage in a broad range of projects and programmatic work toward that goal, and must have strong project-management, public speaking, resource creation, and advocacy skills. The ideal candidate will bring a demonstrated commitment to supporting marginalized communities and an understanding of how to triage priorities in service of those communities. They will also bring a commitment racial and reproductive justice and other liberation movements.

COMPENSATION: \$120,000.00 - \$130,000.00 depending on experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management of the If/When/How Network

- Oversee visioning, growing, and refining the If/When/How Network into a nationally known, highest quality support network with the capacity to serve a broad variety of legal and practical support needs.

- Direct the implementation and oversight of recruitment, training, and referral systems to ensure that If/When/How's clients and partners have access to high quality legal representation and advice, from local practitioners to national experts.
- Support the Network staff in expanding outreach, recruiting, and vetting of values-aligned and skilled attorneys, advocates, and law students from a range of backgrounds.
- Ensure the Network Team and Network members remain flexible and nimble to continue meeting peoples' needs in a rapidly changing post-*Roe* landscape.
- Facilitate communication and learning between Network members and the broader reproductive justice movement.
- Help manage and track relationships with Network members, collect member data, store and share relevant information from outreach, recruitment, and training efforts with all program teams.
- Support the maintenance of data systems, including in Salesforce, for the If/When/How Network to ensure quality and consistent member engagement based on their skills, interests, and geography.
- With the support of the Legal Services Director, maintain team processes and protocols, including annual auditing and collective review to identify any gaps in systems or changes that need to be addressed. This includes determining the need for and leading the creation of additional internal protocols.
- Support and/or provide consultation services to Network member attorneys in providing ongoing legal representation as counsel or co-counsel to individuals with discrete legal requests (e.g. Office of Civil Rights complaints or judicial waiver hearings).
- Actively engage in decision-making processes for whether a case meets If/When/How's established priorities or falls outside the scope of the Network Team's commitments.

External Engagement

- Represent, as appropriate, the If/When/How Network and its work in public settings, including in presentations, at coalition meetings and conferences, to funders, and to the press.
- Alongside the Network Team, continue to grow membership and engage with attorneys, advocates, and law students, including continuing to fully integrate law student chapters into the Network.
- Build relationships with law school clinics and student chapters in anticipation of meeting potential needs from the Repro Legal Helpline.
- Continuing to engage with repro health/rights/justice movement partners while also seeking out new connections with values-aligned, non-repro groups that have the necessary skills to join the If/When/How Network.

Supervisory Responsibilities

- Manage and supervise the lawyers and advocates on the Network Team, including managing performance, monitoring capacity, and supporting professional growth and well-being.

- Model respect for the organization's policies and systems; consistently apply policies and use the organization's systems in accordance with said policies.
- Co-manage the Network Team's annual budget.

Department-Wide Responsibilities

- Participate in the organization's Managers Cohort.
- In coordination with If/When/How's programmatic teams, co-create and co-lead quality pro bono Network projects.
- Work with programmatic teams on all staff and cross-team protocols.
- Collaborate with programmatic teams to create both broad and specific public and political education, as well as training, for If/When/How Network members.
- Provide targeted and responsive public and political education about If/When/How's strategic priorities in response to external requests from movement partners, allied organizations, and media.
- With other leadership and staff, work to implement the organization's strategic plan.
- Participate in Legal Services and Legal & Policy leadership meetings and join ad hoc teams to support organizational development.

EDUCATION AND EXPERIENCE:

Required:

- J.D.; bar admission in at least one state
- At least 10 years of overall professional experience, with minimum 7 years of relevant experience in advocacy, direct service, coalition-building, or similar at a mission driven organization
- A minimum of 5 years of proven experience in leading a program, project or equivalent
- Experience directly managing, mentoring, and supporting the growth of attorney and non-attorney team members
- Experience in training, mobilization, and/or developing networks and partnerships
- Experience and proficiency using digital cloud sharing, project management, and CRM tools

Strongly preferred:

- Experience working with youth in a service, organizing, or support role
- Experience working on a hotline, helpline, crisis line, or providing direct legal services (civil legal services or indigent defense)
- Experience in program development and evaluation

KNOWLEDGE, SKILLS, AND ABILITIES:

- Fluent in written and spoken English
- Commitment to social justice and racial justice/anti-racist principles
- Familiarity with reproductive health, rights, and justice issues and frameworks
- Ability to thrive in a remote workplace and willingness to build relationships virtually
- Collaborative team player with the ability to give and receive constructive feedback

- Self-motivated worker who can prioritize tasks, manage multiple projects at once, make decisions, predict outcomes and problem solve
- Flexibility and adaptability to change and growth
- Ability and willingness to keep confidential information and follow security procedures
- Ability to envision and strategize more just ways of providing support to those most impacted by reproductive oppression and state violence
- Ability to strategically adapt to shifting political realities
- Direct and collaboration-oriented communicator
- Group and meeting facilitation skills to move discussions toward decisive action
- Ability to connect and build relationships with people with a wide range of backgrounds and experience
- Ability to prospect and cultivate collaboration opportunities and navigate inter-organizational dynamics with excellent judgment
- Ability to interpret digital metrics and incorporate learnings into program development
- Proven ability to lead and develop diverse teams by fostering collaboration, setting clear expectations, resolving conflicts, promoting accountability, and supporting professional growth with strong communication skills, emotional intelligence, and cultural awareness

ORGANIZATIONAL RELATIONSHIPS: Reports to the Legal Services Director & Senior Counsel and supervises members of the Network Team. Works closely with other programmatic teams. Collaborates with other staff as needed.

WORK ENVIRONMENT: If/When/How maintains a virtual office and supports remote working and flexible workdays, including a 4-day work week. Reimbursements for home office equipment and supplies are available. Occasionally, employees may be expected to be available during off-hours and/or to attend events (e.g., conferences, staff retreats) on nights or weekends. Please note that this role requires the employee to be able to work in and be located within the United States. At this time, we are unable to consider applicants residing outside of the U. S. and/or lacking the credentials to work in the U.S.

PHYSICAL DEMANDS: Most work will be done on a computer (although attending conferences may require travel and transporting materials and the ability to carry 10 lbs). Requires typing and participating in meetings (live and virtual). Reasonable accommodations will be made to enable individuals with disabilities to perform these and other essential functions of their role.

TRAVEL: Quarterly travel within the continental U.S. may be required. Additional travel will be required to support teamwork and attend staff retreats, conferences, and professional development opportunities.

BENEFITS: If/When/How provides a generous benefits package consisting of fully paid insurance coverage for health, vision, dental, life, and disability; flexible spending accounts

(FSA) for health, dependent care, and transportation; retirement plan; sick leave, vacation (starting at 15 days a year, upfront), and holidays; plus, a one-week office closure in December. Employees also receive generous professional development stipends and paid membership to professional associations.

START DATE: October 27, 2025

HOW TO APPLY: Applications will be accepted **until 5:00 pm ET on Friday, September 12, 2025**. Interviews may begin sooner than the deadline, but we will consider all applications submitted by the deadline.

Send the following documents in PDF format with subject Associate Network Director to opportunities@ifwhenhow.org:

- Cover letter that (1) speaks to how your experience and skill set meet the qualifications for this role; (2) lists how you heard about this position; and (3) discusses your commitment to social, racial, and reproductive justice;
- Resumé;
- Writing sample such as op-ed, policy memo, call to action, non-legal research, etc.;
- List of three (3) references with contact (name and pronouns) and relationship information (title, where/when you worked together, and LinkedIn profile, if available). Please note that references will not be contacted until the final round of interviews.

OUR HIRING PROCESS:

We value transparency and want to ensure that candidates understand our hiring process. Here's what you can expect when applying for a position with us:

1. **Email Confirmation:** When you submit your application via email, you will receive an automatic response confirming receipt of your application materials.
2. **Application Review:** The Hiring Manager will review applications and select candidates for phone screening. Due to limited capacity, we can only notify candidates who have moved onto the phone screen round.
3. **Initial Phone Screening:** If selected, you will be invited to a brief phone screening (less than 15 minutes) with the Hiring Manager. This conversation is an opportunity for us to learn more about your interest in the position, your knowledge of our organization, and your current experience.
4. **HR Screening:** Candidates being considered for Round 1 interviews will meet with our HR team for a 30-minute HR Screening. The purpose of this screening is to evaluate how well you align with our organization's values and work culture.
5. **Round 1 Video Interview:** Candidates advancing past the screenings will be invited to a first-round video interview with the Hiring Manager and members of the Hiring Committee. This one-hour interview will dive deeper into your qualifications, experience, and skillset, allowing us to assess your potential fit for the role. You will

be notified within one week of your interview if you are not advancing to the next round.

6. **Round 2 Video Interview:** A smaller group of candidates will be invited for a second-round video interview with the full Hiring Committee. This interview will explore specific areas of interest or concern, and the Hiring Manager and Hiring Committee will decide by consensus which candidates will be considered finalists.
7. **[Optional] Round 3 Interview or Exercise:** Occasionally, finalists will be asked to participate in a third-round video interview and/or to complete a written or spoken exercise. We are mindful of the time and energy you are putting into this process and try to keep any written or spoken exercise short.
8. **Offer Decision:** The Hiring Manager, in consultation with the Hiring Committee and HR, will make a final hiring decision. We utilize a Salary Rubric to ensure a fair offer process and aim to extend offers at least two weeks prior to the desired start date. Offers will be made via email and/or phone call.

We strive to provide a clear, consistent, and respectful experience for all candidates throughout the hiring process. A typical hiring process takes 6-8 weeks from job posting.

If/When/How: Lawyering for Reproductive Justice is an "at-will" and equal opportunity employer, committed to attracting, developing, and retaining exceptional people. We welcome and encourage applicants with diverse experiences, identities, and educational backgrounds. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.