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***Recruitment Profile***  
*for*

**Chief External Affairs &  
Programs Officer**



Planned Parenthood of Greater New York

***Planned Parenthood of  
Greater New York***

**New York, NY**



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## RECRUITMENT PROFILE

- Title:** Chief External Affairs & Programs Officer (CEAPO), **PPGNY**, and Executive Director, **PPGNY Action Fund**, **PPGNY Votes**, **PPGNY Votes PAC**
- Organization:** Planned Parenthood of Greater New York (**PPGNY**)
- Reports to:** President & CEO of PPGNY, PPGNY Action Fund, PPGNY Votes, PPGNY Votes PAC
- Location:** Flexible within New York State. Can be situated within commutable distance to any of PPGNY’s locations in the state. PPGNY offers a hybrid (in-person/remote) working environment. (Travel within the state will be required.)

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### **ORGANIZATION OVERVIEW:**

***Planned Parenthood of Greater New York*** (PPGNY) is a team of trusted health care providers, educators, and fierce advocates committed to advancing equity and improving health outcomes in communities that face systemic barriers to quality, innovative sexual and reproductive health services. These services include birth control, pregnancy testing, emergency contraception, cancer screenings, sexually transmitted infection (STI) testing and treatment, HIV testing and prevention, gender-affirming hormone therapy, wellness exams, crisis counseling, and financial counseling. PPGNY also proudly provides compassionate, nonjudgmental abortion services.

Today’s PPGNY is the result of a strategic, five-way merger – combining five different New York State affiliates into one – that was finalized in January of 2020. One of the larger affiliates in the national Planned Parenthood network, PPGNY represents a vast service area, covering 65% of the state and incorporating a broad swath of urban, suburban, and rural areas. Since its formation, PPGNY has been hard at work on post-merger integration and evolving an intentional, shared, organization-wide culture that is simultaneously attentive to the unique needs of the local staff, communities, and populations it serves.

PPGNY’s greatest strength are the employees who empower every individual they serve with the information, resources, and care they need to live happy, healthy lives. PPGNY cares for more than 80,000 patients annually at 17 health centers and through virtual health care. (Click [here](#) for a detailed map of PPGNY’s Service Area and clinic locations.) Since its founding, PPGNY has grown to be one of New York’s largest and most trusted reproductive healthcare providers, offering:

- **Essential Health Care:** PPGNY health centers provide a comprehensive range of health services to everyone, regardless of age, sexual orientation, gender identity or expression, immigration status, zip code, or ability to pay. These services include birth control, abortion care, gender-affirming care, testing and treatment for sexually transmitted infections, and screenings for cervical and other cancers.
- **Community Engagement, Education, and Training:** PPGNY is dismantling barriers to care, such as language inaccessibility, lack of insurance, high costs, and mistrust of the health care system. These efforts are instrumental in achieving its mission of ensuring equitable access to sexual and reproductive health care and education for all.



- **Advocacy:** PPGNY’s public affairs programs aim to protect and expand access to comprehensive reproductive health care and education. The organization works to advance public policies that support reproductive justice and expand access to family planning and reproductive health care.

PPGNY currently employs around 500 full- and part-time staff and has an annual operating budget of ~\$100 million. PPGNY looks to a future where all communities have full access to innovative, high-quality, affordable, evidence-based sexual and reproductive health services, which will always include abortion; whenever, wherever, and however they are needed.

*To learn more please visit: [plannedparenthood.org/planned-parenthood-greater-new-york](http://plannedparenthood.org/planned-parenthood-greater-new-york)*

## **OPPORTUNITY**

Planned Parenthood and its affiliates are navigating one of the most challenging times in their history, including significant cuts in federal funding and sustained political attacks which threaten to jeopardize reproductive sexual health care access for countless individuals. Unfortunately, the impacts of this new reality are felt most acutely by those who are already marginalized and who too often have nowhere else to turn for care. Yet even in the face of these obstacles, PPGNY continues to rise with resilience and resolve—providing critical health services to tens of thousands of New Yorkers each year and standing as a fierce defender of equity, dignity, and human rights. This is a pivotal moment of transformation and impact; an opportunity for bold, visionary leadership to ensure that PPGNY not only withstands these challenges but emerges stronger, more innovative, and more deeply rooted in its mission than ever before.

The **Chief External Affairs & Programs Officer (CEAPO)** and **Executive Director of PPGNY Action Fund, PPGNY Votes, and PPGNY Votes PAC** will lead efforts toward PPGNY’s vision of achieving health equity for the communities it serves in two lanes: 1) the advancement of State and local policies, budget priorities, and electoral work; and 2) the provision of community-facing programming that increases knowledge about sexual and reproductive health, improves access to health care and related services, and facilitates community engagement.



## **REPORTING:**

Reports to President & CEO Wendy Stark (she/her). Directly supervises four departmental VPs/Directors: VP, Education & Training; VP, Community Engagement; AVP, Public Affairs; Director, Government Relations & Policy. Primary responsibility for collaboration, strategic agenda setting, and fund development with the Boards of Directors of PPGNY Action Fund, Votes, and Votes PAC organizations.

## **POSITION:**

The Chief External Affairs & Programs Officer (CEAPO) leads a rich and diverse portfolio of work for PPGNY, including Public Affairs and Government Relations, as well as the Education & Training and Community Engagement teams and programs. Overall, this position is responsible for a team of +/- 90 employees across these departments.

The CEAPO will also serve as executive leader and staff liaison to three PPGNY entities engaged in direct political and electoral (candidate and issue advocacy) work: [PPGNY Action Fund](#) (PPGNY’s (c)(4) arm), [PPGNY Votes](#) (an independent expenditure committee), and [PPGNY Votes PAC](#) (a political action committee).

The CEAPO is responsible for developing, implementing, managing, and evaluating a cohesive and collaborative strategy for public advocacy, government relations, outreach/organizing, and electoral goals. They will also lead efforts to ensure the ongoing refinement and implementation of plans and vision for the

organization's health equity-focused (and primarily grant-funded) work in the realms of education and training programs and outreach and community engagement initiatives, including strong coalition-building [*for more information on these programs and initiatives see: [planned-parenthood-greater-new-york/learn](https://www.plannedparenthood.org/learn)*].

The CEAPO must fully embody a commitment to sexual and reproductive health and rights, and support a reproductive justice and race equity framework in all interactions with PPGNY colleagues and external stakeholders, as well as in their strategic management of each of the areas in their portfolio.

**ESSENTIAL JOB DUTIES AND PRIMARY RESPONSIBILITIES:**

*[NOTE: We understand that no single candidate will have equal depth across all areas listed in the Candidate Profile above or the Job Responsibilities, Required Skills, and Personal Characteristics below. Successful candidates will demonstrate a compelling combination of many of them and the self-awareness and professional maturity to leverage existing or new resources in area(s) where they lack personal expertise.]*

**Advocacy and Public Affairs Leadership (50%)**

- Oversee **Public Affairs** team and its electoral, legislative, and other organizing campaigns.
- Serve as PPGNY's lobbyist to local, state, and federal elected and appointed officials regarding sexual and reproductive health and rights and funding for PPGNY programs and services.
- Develop annual local, state, and federal legislative strategy in coordination with [Planned Parenthood Empire State Acts \(PPESA\)](#), Planned Parenthood's Albany-based, state-wide political advocacy and lobbying arm of which PPGNY is a member, [Planned Parenthood Action Fund \(PPAF\)](#), the national C4 organization, and PPGNY senior staff and Boards. Actively partnering with and maintaining strong relationships with PPESA and with PPAF around shared political and legislative priorities is a core function of this role.
- Oversee annual and long-term organizing and electoral strategies for PPGNY Action Fund, PPGNY Votes, and PPGNY Votes PAC.
- Serve as PPGNY Votes PAC and PPGNY Votes' main spokesperson and as key liaison with the Boards of PPGNY Action Fund, PPGNY Votes PAC, and PPGNY Votes on matters such as strategic agenda setting, Board fundraising, and Board development.
- Oversee all compliance-related matters for PPGNY Action Fund, PAC, and Votes entities.
- Collaborate with the Development team to ensure that Action Fund and PAC budgeted fundraising goals are met, and cultivate key relationships to develop and broaden the fundraising base with an emphasis on soliciting gifts and stewarding donors.
- Serve as a spokesperson for the organization in media, public forums, and events as needed.

**Education and Training and Community Engagement Leadership (35%)**

- Provide leadership, vision, and management support to the **Education and Training and Community Engagement** departments – including direct supervision of all Vice Presidents – in achieving program goals and advancing the organization's strategic vision.
- Ensure that health equity – broadly defined with a specific sexual and reproductive justice lens – is the core principle of PPGNY's program strategies and initiatives and ensure that practices align with principles.
- Create, implement, evaluate, and continuously improve comprehensive strategies for program initiatives within and on behalf of PPGNY.
- Lead strategic decision-making processes regarding program content, funding sources, program geography, and population focus, and interface with other organizational areas in collaboration with a broad range of stakeholders.
- Develop and maintain continuous strategies for funding expansion in strong collaboration with the Development team.

- Position PPGNY as a preferred sexual and reproductive health partner with reproductive, social and economic justice coalitions and collectives by centering and amplifying most impacted voices and leadership.

#### **Executive Leadership Duties (15%)**

- Serve as a member of the organization's Executive Leadership Team (ELT), participating in the development of overall culture and tone, practices, protocols, strategic initiatives, and long-range planning for PPGNY.
- Serve as a trusted thought partner and advisor to the CEO, ELT, and Boards of Directors.
- Represent Public Affairs and Programs within the organizational leadership team at the ELT level to ensure alignment between departmental and enterprise-wide strategies.
- Collaborate with leadership colleagues on overarching organizational strategy and sustainability.

#### **CANDIDATE PROFILE:**

You are an experienced, dynamic, and innovative leader who can inspire and activate as well as build strong relationships both within and outside of the organization. You are personally and professionally invested in PPGNY's mission of advancing bodily autonomy, health equity, gender and racial justice, and reproductive freedom. You thrive in an environment of rapid change and evolution, and one with complex cultural, political, and operational dynamics. You have a demonstrated ability to engage authentically and respectfully with people of all backgrounds and identities, and at all levels of an organization. You have a proven track record of prioritizing, delegating, and meeting deadlines on multiple, simultaneous projects and initiatives. You embrace strong, supportive management practices and bring a collaborative approach to your work. You maintain composure and effectiveness under changing conditions and can adjust to new situations without losing focus. You understand the complexity of holding an Executive Director role and title alongside a Chief role and title.

#### ***Required Skills & Experience (should have)***

- Significant, progressive experience in not-for-profit leadership, preferably including having served as the senior-most executive in your content area, reporting directly to a CEO/President/Executive Director
- Professional or activism experience in sexual and reproductive health or justice and knowledge of the ecosystem of reproductive health and justice movements strongly preferred
- Deep understanding of New York State and New York City political environments and how to navigate them effectively
- Significant experience building/working in coalitions effectively and collaboratively
- Experience managing publicly and privately funded contracts/grants
- Personal and professional ability to lead in an environment in which a full spectrum of intersectional identities are represented and affirmed
- Deep commitment to fostering an intentionally anti-racist, anti-bias culture; proven track record of working toward equity and inclusion within organizations
- Experience working within unionized environments
- Ability to contribute to decision-making affecting organizational strategy and systems development
- Excellent understanding of business operations and the systems, processes, departments, and functions that drive nonprofit sustainability
- Exceptional written and verbal communications skills, as well as excellent interpersonal and public speaking competencies
- Ability to negotiate conflicts and maintain constructive working relationships with people both inside and outside of the organization
- Ability and willingness to travel (to various PPGNY locations within NY State) up to 25% of the time



***Desired Experience (nice to have)***

- Prior leadership experience in a nonprofit organization of comparable size, scope, complexity
- Master’s level education or J.D.
- Demonstrated experience in change management, including mergers and/or cultural integration
- Experience leading through organizational transformation
- Prior experience in an organization(s) with programmatic and/or clinical operations (in addition to policy and advocacy work) preferred

***Personal Characteristics***

- Deep passion for and personal connection to PPGNY’s work and the individuals and communities it serves
- Ability to operate at both the strategic/executive level and the hands-on/operational level with equal comfort and competence
- Perspective and expertise to align policy and program strategies with organizational mission, goals, and impact
- High levels of self-awareness, emotional intelligence, and professional maturity
- Demonstrated commitment to equity, inclusion, and belonging, combined with a track record of embedding these values into an organization’s culture, policies, processes and systems
- Open and collaborative by nature but can be decisive when necessary – including making difficult or unpopular decisions when required
- Personal style and approach to function effectively as a bridge builder, collaborator, and reliable partner (internal and external), and to create trust at all levels of an organization
- Energy and excitement for the opportunity to manage cultural change and drive organizational transformation and performance
- High level of comfort navigating ambiguity and inspiring confidence in moments of change and challenge
- Strong analytical mindset and systems thinking, combined with an empathetic, people-centric approach
- Boldness and courage to lead change, coupled with the awareness and patience to do so at an appropriate pace and manner for an organization and its people

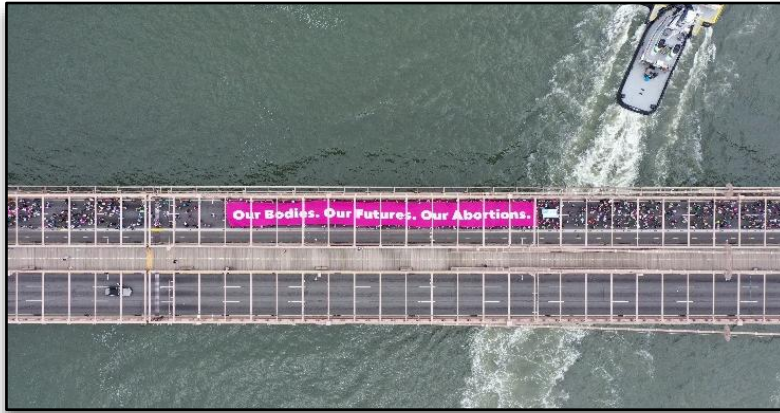
**COMPENSATION:**

Planned Parenthood of Greater New York is offering an attractive and comprehensive compensation package for this position, including salary in the range of \$285,000 to \$305,000 and comprehensive benefits. Benefits include health, dental, and vision coverage, generous paid time off – 23 days of paid vacation in year one of employment, 10 paid days of sick leave, as well as 10 paid holidays, and 3 floating holidays – paid family and parental leave, life & accident insurance, short- and long-term disability insurance, access to an EAP, health and flexible spending account options, retirement savings plans with employer contributions starting after 12 months, flexible work scheduling, and mass transit/commuter parking accounts, among other benefits.

**TO APPLY:**

Kevin Chase Executive Search Group has been retained on an exclusive basis to lead this recruitment effort on behalf of Planned Parenthood of Greater NY. PPGNY is an equal opportunity employer. PPGNY and Kevin Chase Executive Search Group welcome applications from all qualified individuals without regard to race, ethnicity, religion, color, sex, gender identity or expression, sexual orientation, national origin, ancestry, marital status, age, disability, or any other protected status in accordance with all applicable federal, state, and local laws.

To apply, please submit a complete resume with full employment history and a cover letter detailing your interest in the position and the professional and/or lived experience you believe make you a uniquely qualified candidate for this role to [search@kevinchasesearch.com](mailto:search@kevinchasesearch.com) or apply directly via our [Jobs Portal](#). All inquiries, applications, or referrals will be held in strict confidence.



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***Please note that all education, dates of employment, and other information provided will be verified prior to an offer of employment.***