



## **PRETERM CLEVELAND POSITION DESCRIPTION**

Organization: Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare.

Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma. These are the values that guide Preterm's commitment to abortion care.

Job Title: Director of Clinic Operations

Job Status: Full-time; salaried-exempt

Job Summary: The Director of Clinic Operations (DCO) is responsible for leading quality assurance and improvement efforts, compliance, and risk management of Preterm's medical services. The DCO provides daily oversight of the operational efficiencies and quality of clinic services.

Responsibilities and Duties: The DCO is accountable for compliance and risk management to ensure the highest quality of patient care in alignment with federal and state laws and regulations, and other licensing bodies. The Director of Clinic Operations is responsible for ensuring accreditation and licenses are up to date and that all staff are in compliance with mandated training requirements.

The Director of Clinic Operations supervises the functioning of key systems vital to clinic operations, including appointment scheduling, intake, clinic workflow, medical records, and facilities. Is responsible for leading quality improvement efforts to enhance the experience of staff and patients.

The DCO will actively participate as member of the leadership team at Preterm.

Qualifications and Skills: Must possess a demonstrated commitment to reproductive justice and ensuring safe access to abortion care. At least five years of demonstrated progressive leadership in a nonprofit organization, health service provider or other relevant context. A systems thinker with the ability to translate ideas into action. Solid experience in quality improvement and regulatory compliance. A leadership style that embodies respect, transparency, teamwork, and accountability. A commitment to anti-oppression and racial equity work.

Salary: \$72,000-\$76,000

Benefits (available to full-time employees): paid time off, group health insurance, short-term and long-term disability insurance, and a retirement plan.

To Apply: Send resume and a cover letter that describes your approach to supporting a culture of accountability and equity. Please type your name (last, first) and DCO as the only contents of the subject line of your email and send it to [info@preterm.org](mailto:info@preterm.org).

Preterm is an equal opportunity employer and does not discriminate against any individual based on non-merit factors. We encourage people of color; Native people; immigrants and refugees; LGBTQ+, transgender, gender non-conforming, and nonbinary people; people who have had abortions; people with disabilities; and people who were formerly imprisoned to apply for open positions at Preterm.