



The source on adolescent sexual health and parenting

Executive Director Teenwise Minnesota

Teenwise Minnesota is the statewide leader in promoting adolescent sexual health, preventing adolescent pregnancy and gaining support for adolescent parents. Teenwise Minnesota achieves this by developing, strengthening and advancing science-based policies and programs. Teenwise Minnesota was formerly the Minnesota Organization on Adolescent Pregnancy, Prevention and Parenting (MOAPPP).

Nature and Scope of Position

This position requires a passion for the mission of the organization, excellent fundraising skills, and the ability to advocate on behalf of adolescent sexual health and the organization in a variety of venues. This is a highly collaborative position requiring outstanding leadership and communication skills. The Executive Director is responsible for the organization's day-to-day operations and reports to the Board of Directors.

Principal Responsibilities

Provide strategic leadership of Teenwise Minnesota

- Provide effective leadership and oversight of the human and financial resources of Teenwise Minnesota consistent with the strategic plan and direction set by the Board of Directors in order to achieve mission and vision.
- Work with Executive Committee and Board of Directors on organizational priorities, goals and vision, support the work of the Board of Directors at every level and maintain high levels of communication with Board of Directors.
- Assist in the development of strong and involved Board of Directors to prioritize and implement the organization's initiatives.

Lead fundraising and financial management of Teenwise Minnesota

- Manage the long-term financial growth and health of the organization by working with the Board and Development Director to increase and diversify the funding base.
- Direct financial management within policies set by the Board.

Broaden public support for Teenwise Minnesota

- Serve as chief spokesperson, representing Teenwise Minnesota throughout the community and in the media, and encouraging partnerships and collaborations that advance the organization's mission.
- Build awareness of adolescent sexual health issues within the non-profit, government, corporate and funding communities.
- Manage the Teenwise Minnesota brand and market the organization's programs and services.
- Work collaboratively with key community, statewide and national groups/agencies/ individuals who have interests similar to Teenwise Minnesota.

Organize and direct overall management of Teenwise Minnesota

- Ensure all operations within Teenwise Minnesota are consistent with the values, mission, goals and policies.
- Oversee day-to-day operations of the organization, including staff supervision and programmatic progress.
- Build an effective team through hiring, supervising and evaluating the staff to ensure effective implementation of the agency's mission, goals and objectives.

Required Qualifications and Skills

- Demonstrated management skills with three - five years of experience in management/administration, including direct supervision of employees
- Demonstrated ability in fundraising and development
- Strong interpersonal and communication skills (written and oral) and demonstrated ability to manage professional relationships across a variety of stakeholder groups
- Knowledge of, skills and proven experience in financial management of an annual operating budget of at least \$500,000, including budget management and financial reporting
- Excellent organizational skills, including the ability to organize resources, juggle multiple projects and establish priorities
- Ability to think strategically and to develop and implement operating plans
- Ability to lead and to foster leadership in others
- Effective team-building skills
- A degree in health/human services or related field (graduate degree or equivalent experience desirable)
- Proven ability to work with diverse constituencies
- Proficient in Microsoft Office

Desired Qualifications and Skills

- Significant, demonstrated knowledge regarding adolescent sexual health
- Excellent public speaking skills and experience interacting with the media
- Public policy experience and networking skills
- Proven ability to work with boards

Salary

The Executive Director position is a full-time position. Salary will be based upon qualifications and experience. Benefits package includes paid vacation and sick days, paid holidays, tax deferred investment plan with employer match, and an annual stipend that may be taken as deferred compensation for medical or childcare expenses or as salary.

Applications

Applications will be accepted by email only. Qualified applicants should email a resume and cover letter to: TeenwiseMNRecruiting@gmail.com. NO PHONE CALLS PLEASE!

Deadline

Review of applications will begin July 8th. Applications will be accepted until the position is filled.