



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT  
EXECUTIVE DIRECTOR  
ANNEX TEEN CLINIC**

**ORGANIZATIONAL OVERVIEW**

The Annex Teen Clinic (The Annex) is a leading nonprofit organization dedicated to promoting teen sexual health and reproductive justice since 1971. The organization's mission is to help young people take charge of their sexual health by providing confidential health services and education. The Annex is committed to advancing diversity, equity, and inclusion in all aspects of its work and empowering teens to make informed decisions about their sexual health. The Annex provides comprehensive sexual healthcare and education to thousands of young people in Northwest Hennepin County and North Minneapolis each year. All services are confidential, low or no cost, fact-based, non-judgmental, and inclusive. True to The Annex's founding principles, young people continue to shape the programs and services as the organizations strives to help young people take charge of their sexual health.

The Annex provides services for around 3,500 visits per year in the clinic. The education program reaches about 4,000 adolescents each year. The Annex has an annual budget of \$3.3 million and a staff of 33.

For more information on The Annex Teen Clinic's programs and services please visit [annexteenclinic.org](http://annexteenclinic.org).

**PRIMARY AREAS OF RESPONSIBILITY**

The Annex is seeking an experienced and passionate Executive Director to lead the organization's efforts in providing critical sexual health services to teens. The ideal candidate will be a dedicated champion for teen sexual health and reproductive justice, possess strong financial management skills, and be adept at consensus-based leadership. The Executive Director will work closely with a dedicated team, community partners, and Board of Directors. The primary responsibilities are:

- **Executive and Strategic Leadership**: Collaborate with the Board to provide strategic guidance and maintain transparent communication; Lead the implementation and execution of the Adaptive Plan that addresses the evolving needs of the teen population; Ensure adequate resources and tactics to achieve the plan objectives; Engage Board members in advancing plan goals; Monitor plan progress and adjust strategies as needed, ensure the organizations remains responsive and effective.
- **Financial Development and Management**: Manage the organization's budget and financial resources effectively; Ensure financial sustainability and accountability; seek and maintain relationships with institutional funders and individual donors; secure and fulfill government contracts; keep the Board regularly informed of financial and operational issues.
- **Operational Planning and Management**: Advocate for the rights of teens to access comprehensive sexual health and education services; Keep informed about current trends, policies, and research related to teen sexual health and reproductive justice; Ensure that The Annex remains at the forefront of these issues; Maintain knowledge, developments, and compliance with local, state, and federal regulations; Maintain a high quality of service delivery, including incremental and innovative improvements in quality.
- **Human Resources Planning and Management**: Demonstrate a strong commitment to diversity, equity, and inclusion in all aspects of the organization's work; Champion efforts to

create a safe, inclusive environment for all team members; Foster a collaborative and inclusive decision-making process; Foster a culture of cooperation and mutual respect, focusing on ethical integrity and outstanding performance.

- **Relationship Management and Communication:** Serve as the public face of The Annex. Maintain and grow the strong public image of the agency; educate civic leaders, academic leaders, and the community at large about the sexual health issues facing adolescents, aligning them as partners in the mission of The Annex.

## **DESIRED QUALIFICATIONS**

### *Education*

- Bachelor's degree in nonprofit management, social services, human service, public administration, or a health-related field is required. Master's degree preferred.

### *Experience*

- Significant managerial or supervisory experience in nonprofit organizations, preferably healthcare, sexual health, or public health.
- Proven administrative competence in areas such as financial management, budgeting, marketing, planning, and goal setting.
- Strong commitment to diversity, equity, and inclusion principles.
- Successful track record of fundraising through a mix of philanthropic institutions, individual donors, government contracts.
- Commitment to, passion for, and deep knowledge of sexual health and reproductive justice.
- Ability to quickly make meaningful connections with industry professionals across multiple disciplines and agencies.
- Ability to develop and grow relationships with a broad range of community faces and voices.
- Skilled in successfully working and partnering with a volunteer board of directors.
- Commitment and ability to be an engaging ambassador and advocate for The Annex with key community leaders and policymakers.
- Proven competence in managing government contracts and partnerships.
- Strong critical thinking and problem solving ability.
- Excellent communication skills, particularly strong interpersonal communication.

## **COMPENSATION**

The salary range for this position is \$120K-\$135K and is commensurate with experience and qualifications. In addition, The Annex offers an attractive benefit package.

## **TO APPLY**

The Annex is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. The organization will begin reviewing applications June 15, 2024. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to [brad@cinnatus.com](mailto:brad@cinnatus.com), or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.