Job Opening

Scan here to apply now!

POSITION:	Director of Development and Communications
CLASSIFICATION:	Regular, Full Time, Salaried, Exempt
LOCATION:	5810 42nd Avenue North, Robbinsdale, MN 55422
WEBSITE:	https://annexteenclinic.org/
CLOSING DATE:	Open Until Filled

Are you looking for:

- A fun, flexible work environment where you can help shape the future of sexual healthcare in Minnesota and make a positive impact on young people's lives?
- An organization committed to patient-centered care including longer scheduled patient appointment times?
- A predictable work schedule with generous benefits and paid time off? (Full-time employees qualify for up to 37 paid days off in their first year!)

Who We Are

The Annex Teen Clinic provides sexual health care and education for young adults through age 25 in a friendly, non-judgmental, and comfortable atmosphere. Our services are low-cost, medically accurate, and developmentally appropriate. The Annex Teen Clinic has been providing services in Northwest Hennepin County and North Minneapolis since 1971.

Why You'll Love Working Here

The Annex Teen Clinic is the industry leader in sexual health and education for young people through the age of 25. We pride ourselves on creating a comfortable, relaxed, and social work environment for mission-driven employees. We provide the full range of birth control methods, STI testing and treatment, pregnancy testing and all-options counseling and referrals, as well as sexuality education.

Wages

$85,000 - $95,000 annual salary, depending on qualifications and experience

Benefits

- Paid vacation time, sick time, and personal time policies
- 9 paid holidays per year and 2 floating holidays
- Competitive health, dental, and vision insurance
- Health Savings Account (HSA) with employer contributions up to $1,200/year for high-deductible health plans, and options for Flexible Spending Accounts (FSA)
- Employer-paid basic life & AD&D insurance with option for additional employee-paid coverage
- Employer-paid premium for long-term disability insurance.
- ATC sponsors a retirement plan with a 3% employer contribution after one year of service.

Because the Annex is a member with Metropolitan Alliance of Connected Communities (MACC) who partners with St. Mary's University, Annex Teen Clinic employees and their spouses are also eligible for the following benefits at St. Mary's University:

- Discounted tuition for Bachelor's, Master's, and Doctorate programs
- Professional development opportunities
- Access to advancement (internships, job placement, field practice)

The Annex is seeking a Development and Communications Director to lead fundraising, donor engagement, and grant development efforts that support the organization's mission and impact. This is an exciting opportunity for a strategic, relationship-driven leader to make a meaningful impact on youth health and well-being. The Development & Communications Director plays a critical role in securing the resources, partnerships, and community support that enable the Annex to advance its mission and expand its reach.

Responsibilities will include:

Fundraising & Development

- Developing and overseeing annual, major gift, planned giving, and capital fundraising initiatives.
- Identifying, cultivating, soliciting, and stewarding relationships with individual donors, foundations, corporations, and government funding partners.
- Conducting prospect research and leveraging donor data to inform fundraising strategies and ensure accurate reporting and recordkeeping.
- Developing grant strategies and managing the full grant lifecycle, including proposal writing, reporting, and compliance.
- Partnering with the Executive Director on revenue forecasting, budget planning, and fundraising from federal, state, county, and city government sources.
- Planning and leading successful fundraising events, coordinating staff, volunteers, and community stakeholders.
- Building and expanding legacy and multi-year giving programs to support long-term organizational sustainability.

Communications & Public Relations

- Developing and implementing strategic communication and marketing plans.
- Ensuring consistent, compelling messaging across all external communications and publications, including the annual report.
- Managing media relations and serving as a spokesperson or coordinating organizational responses to media inquiries.
- Overseeing the organization's website, social media presence, and multimedia content development.
- Supporting executive leadership with internal and external communications and representing the Annex at community events and partner engagements.

Strategic Leadership

- Collaborating with the Executive Director and senior leaders on strategic planning, annual objectives, and organizational priorities.
- Monitoring and reporting progress and outcomes to the Board of Directors.
- Promoting cross-department collaboration and a culture of excellence and service.

Team Leadership & Supervision

- Providing coaching, performance management, professional development, and ongoing support to staff.
- Overseeing recruitment, hiring, onboarding, and succession planning for team positions.
- Establishing clear performance expectations and ensuring compliance with organizational policies and human resources practices.

Who You Are

- A bachelor's degree in management, human services, communications, or a related field is preferred; or a combination of education and experience providing equivalent knowledge.
- An accomplished fundraiser, sales professional, or related leader with five or more years of experience, including management responsibility, and a verifiable track record of raising funds and/or closing deals.
- Knowledgeable and accomplished in organizational financial management, with experience summarizing and reporting financial and operating results to a Board of Directors.
- Experienced in drafting annual development plans and materials, as well as researching and developing strategies for individual, foundation, and corporate gift prospects.
- Skilled at working in diverse environments with people from a variety of intersectional racial and cultural backgrounds.
- Experienced in developing annual operating Splans and materials, along with researching and creating strategies for individual, foundation, and corporate major gift prospects.
- Effective in partnering with and supporting a volunteer board of corporate, community, and philanthropic leaders.
- A leader who brings integrity, accountability, initiative, and passion for youth health, along with the relationship-building skills needed to advance fundraising and communications goals.
- Able to inspire confidence, demonstrate sensitivity to others, bring high energy, and maintain the capacity for hard work.
- A strong communicator who can effectively engage and build relationships across diverse communities and audiences in both public and private settings, while demonstrating excellent listening skills.
- Deeply committed to the principles of Racial and Reproductive Justice.

- In possession of a valid driver's license, access to reliable transportation, and the ability to meet Annex Teen Clinic's driving record requirements. If the license was not issued in Minnesota, able to obtain a Minnesota driver's license or permit within 60 days of becoming a Minnesota resident.

Please go to the Annex Job Board to apply through our online applicant tracking system.

Diversity and open expression are fundamental to the work of Annex Teen Clinic. We are passionate about building and sustaining an inclusive and equitable working environment where everyone can belong. Every member of our team enriches our work by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

We welcome everyone to apply, especially those individuals who are underrepresented in our sector: individuals who identify as BIPOC, Indigenous or people of culture, LGBTQI+ and gender fluid or gender nonconforming, individuals with disabilities (both seen and unseen), veterans, people of any age or family status. We encourage you to apply even if you feel like you don't fit 100% of the technical requirements. Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, creed, ancestry, religion, national origin, sex, gender identity, sexual orientation, familial status, disability, age, marital status, membership or activity in a local human rights commission, status with regard to public assistance, criminal history (justice-impacted status), housing or homelessness status, height, or weight.

Our organization has a partnership with Metropolitan Alliance of Connected Communities (MACC) to provide administrative services including management of the hiring process. If you apply for this position, you may see references to MACC in some online materials.

Annex Teen Clinic participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. See E-Verify's official poster at https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf. See E-Verify's Right to Work poster at https://www.e-verify.gov/sites/default/files/everify/posters/IER_RightToWorkPoster%20Eng_Es.pdf.

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify

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English / Spanish Poster

IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at 8 U.S.C. § 1324b.

The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the Form I-9 or using E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)
1-800-255-7688 **TTY 1-800-237-2515**
www.justice.gov/ier
IER@usdoj.gov

U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

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SI USTED TIENE DERECHO A TRABAJAR



NO DEJE QUE NADIE SE LO QUITE

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la Sección 1324b del Título 8 del Código de los EE. UU.

Es posible que la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Llame a la IER si un empleador:

No lo contrata o lo despide a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el Formulario I-9 o utilizar ~~E-Verify~~ (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)
1-800-255-7688 **TTY 1-800-237-2515**
www.justice.gov/crt-espanol/ier
IER@usdoj.gov

Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019

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