



Advocates for Reproductive Education

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WeARE Executive Director

Job Description

Summary: *WeARE is seeking a passionate and strategic leader to serve as our next Executive Director or Interim Executive Director to support the organization during this important leadership transition. The Interim role will look different in scope and structure than the permanent position, and we are open to flexible arrangements that meet the needs of both the organization and the candidate.*

Compensation: Up to \$85,000 annually, based on qualifications and experience

Benefits:

- Retirement benefits with an employer match
- Monthly stipend towards healthcare expenses
- Flexible paid time off
- Professional development opportunities
- Meaningful work in a mission-driven organization
- Collaborative and inclusive work environment

How To Apply: Please submit a resume and cover letter to Jennifer Perez Krueger, WeARE board chair, at board@wearebrainerd.org.

Responsibilities:

The responsibilities of the Executive Director include day-to-day and long-range strategic decision-making across the management of the nonprofit organization's clinic, programs, and activities, including:

Operational Leadership

- Oversee day-to-day clinic operations across all WeARE sites to ensure mission-aligned, compliant, and patient-centered service delivery, including clinic coordination, pricing and billing decisions, and insurance communications.
- Build and maintain effective workflows, systems, and physical spaces to support high-quality care and organizational efficiency.
- Direct Let'sTalk Education programming, outreach and advocacy engagements, marketing, branding, communications, and outreach strategies

- Build and maintain systems for data monitoring, learning, and evaluation to assess program activities and outcomes and report to staff, funders, and others to promote collaboration, learning, and organizational adaptation.

Organizational Culture & Staff Management

- Provide leadership and support for staff, fostering an organizational culture rooted in a shared vision, vibrant teamwork, accountability, and shared leadership.
- Nurture an inclusive and empowering work environment that balances power dynamics and promotes mutual respect.

Board Governance & Relations

- Cultivate a strong and transparent working relationship with the Board, maintaining open communication about financial, programmatic, and impact performance in relation to stated milestones and goals.
- Ensure timely and effective reporting to the Board, staff, funders, and other stakeholders to promote collaboration, learning, and organizational adaptation.
- Build and support a diverse, engaged, and representative Board committed to leveraging resources for organizational success.
- Ensure the Board fulfills all legal and fiduciary responsibilities for the organization.

Financial Oversight

- Oversee the financial health of the organization, including the development of long- and short-term financial plans, budget monitoring, and implementation of sound financial controls.
- Set financial priorities to support the needs of programs and staff, and assess and monitor the organizational business model for sustainability, including cash flow and external environmental scanning.

Community Engagement & External Relations

- Serve as the chief spokesperson of WeARE, effectively communicating the organization's mission to external stakeholders.
- Drive community engagement, partnership development, and advocacy efforts to support the mission and expand WeARE's reach and impact.
- Lead volunteer engagement efforts by building strong relationships, facilitating training, and creating meaningful volunteer experiences that align with organizational and community needs.

Fundraising & Development

- Provide strategic leadership in fundraising, including donor relations, event planning, grant writing and management, and funder engagement.
- Develop and implement marketing and branding strategies that support development and fundraising goals.

Crisis Management & Risk Mitigation

- Lead crisis management and emergency preparedness efforts, including planning for public health emergencies, natural disasters, and PR crises.
- Conduct regular risk assessments and implement appropriate responses to ensure continuity and safety in all programs and operations.

Required Qualifications:

- Organizational leadership experience in public health, healthcare, or nonprofit management
- A creative and innovative mindset; experience developing and implementing a vision for an organization with similar values and constituencies;
- A community-centered, strategy-oriented leader who can foresee opportunities for WeARE to maximize impact as the needs of the community evolve;
- A deep commitment to diversity, equity, inclusion & creating systems of justice
- A servant leader with a track record of building and supervising high-performing teams; the ability to lead with humility and empathy without sacrificing accountability.

Preferred Qualifications:

- Experience and/or knowledge of reproductive justice, sexual health services and education
- Experience serving LGBTQIA+, BIPOC, and youth
- Understanding of rural culture and rural health care needs
- Experience building an internal infrastructure to support a mission;
- Change management expertise related to organizational structure, processes and culture.

We know that not every candidate will meet every qualification listed and that lived experience and nontraditional paths bring valuable perspectives. If you're excited about WeARE's mission and believe you could thrive in this role, we strongly encourage you to apply, even if you don't check every box. We are committed to building an inclusive and diverse leadership team and welcome applicants of all backgrounds, identities, and experiences.

About WeARE: Advocates for Reproductive Education (WeARE) is a 501c3 nonprofit organization organized in 2015 around a commitment to promote and provide comprehensive reproductive education and healthcare services for youth, young adults, and the underserved in Brainerd, MN, and the surrounding community. Our vision is that everyone in the Brainerd Lakes Area can access accurate, evidence-based reproductive and sexual health education and care. WeARE offers advocacy, health education, outreach initiatives, and operates WeARE-The Clinic, a sexual and reproductive healthcare clinic open Mondays, Tuesdays, and Thursdays. Our team consists of dedicated staff members and volunteers who prioritize teamwork, honesty, transparency, proactive problem-solving, and fostering an inclusive and welcoming environment.