



**REQUEST FOR APPLICATIONS  
EXECUTIVE DIRECTOR FOR TEEN HEALTH MISSISSIPPI**

**Background on Teen Health Mississippi**

Teen Health Mississippi (THMS) is the teen sexual and reproductive health and rights arm of Mississippi First, which will spin-off into its own 501(c)3 non-profit in 2018. THMS envisions a healthier Mississippi where teens have access to essential knowledge, skills, resources, and support so that they may grow into healthy adults and move Mississippi forward. We believe that all teens have a right to high-quality sex education and access to youth-friendly healthcare services in order to make informed choices about their health.

**THMS Guiding Principles**

1. We believe all teens in Mississippi deserve access to high-quality sex education and youth-friendly healthcare to attain their highest level of health.
2. We promote research-based best practices for teen health as guided by the scientific community.
3. We support the sexual and reproductive health and rights of Mississippi teens, with a specific focus on developing quality relationships and open and honest dialogue between youth and supportive adults, while trusting that young people can make informed decisions about their health and lives.
4. We work for, and in partnership with, young people across the state of Mississippi. We approach our work with enthusiasm and dedication.
5. We work to give youth a voice in matters that most affect them. As such, our trainings, advocacy, and programs are youth-informed and center on the experiences and needs of Mississippi teens.
6. We affirm the universal principles of fairness, respect, and equity for all persons, regardless of race, ethnicity, religion, class, sexual orientation, ability, or gender identity.
7. We are guided by the best interests of Mississippi teens and the communities in which they live. We act with this in mind at all times and in all circumstances.

**TEEN HEALTH MISSISSIPPI EXECUTIVE DIRECTOR  
JOB DESCRIPTION**

**RESPONSIBILITIES**

*Leadership & Management*

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize THMS staff, board members, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors, including seeking and building board involvement with strategic direction for THMS.
- Lead, coach, develop, and retain staff.
- Ensure effective systems to track organizational progress, and regularly evaluate program components so as to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), finances, goodwill, and image and implement measures to control risks.
- Foster and promote a culture in which all young people are valued, respected, and treated with dignity as equal partners in THMS's work.

*Financial Performance and Viability*

- Develop and finalize policies and procedures for the new organization.
- Establish the fiscal integrity of THMS to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Manage the finances responsibly by operating within the approved budget, ensuring maximum resource utilization, and maintaining a positive financial position.
- Fundraise and develop other resources necessary to support THMS's mission.

*Organizational Mission and Strategy*

- Work with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Conduct strategic planning to ensure that THMS can successfully fulfill its mission into the future.
- Enhance THMS's image by being active and visible in the community and by establishing relationships with the funders, and political and community leaders.
- Maintain and build partnerships with local and national youth-serving organizations.
- Develop an external local and national presence.
- Publish and communicate program results with an emphasis on the successes of the organization.
- Ensure staff development including orientation, in-service education, continuing education, and evaluation of staff.

### *Fundraising & Communications*

- Expand local revenue-generating and fundraising activities to support program operations and organizational growth, including writing, managing, and reporting on foundation and government grants, and soliciting donations from individual donors.
- Deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

### **QUALIFICATIONS**

The ideal candidate possesses the following qualifications:

- A Bachelor's degree.
- Experience in one or more leadership roles that demonstrate capacity for senior-level organizational, staff, and project management.
- An advanced degree (MBA or Masters in Public Health) with at least 5 years of senior management experience ***preferred.***

Candidates must demonstrate

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Commitment to teen sexual and reproductive health and rights issues.
- The ability to lead and work in collaboration with diverse groups of people with a positive, professional, and solution-oriented attitude.
- Entrepreneurial traits including being mission-driven, action-oriented, adaptable, self-aware, and self-directed and having an innovative approach to business planning.
- A passion for integrity and a positive attitude.

### **Other Details**

- Teen Health Mississippi has offices in Jackson, MS, and Clarksdale, MS.
- The Executive Director will be based in Jackson.

### **Compensation**

- \$60,000-\$70,000 annual salary commensurate with experience and education.
- Comprehensive benefits package.

**To Apply, please submit the following:**

- Cover Letter
- Resume/CV
- A minimum of three (3) references for which you have worked. Include the name of the relevant organization, name of contact person, and telephone number.
- Completed Employment Application Form (attached)

**APPLICATION PROCESS**

Applications must be submitted to Marni von Wilpert, via email at [Board@teenhealthms.org](mailto:Board@teenhealthms.org), and received by March 1, 2018. Please use "THMS Executive Director Application" as the subject line of the submission e-mail. Questions regarding this proposal can be submitted Marni von Wilpert at [Board@teenhealthms.org](mailto:Board@teenhealthms.org).

**Contact:**

Marni von Wilpert  
Board Chair  
Teen Health Mississippi  
125 S. Congress St., Suite 1510  
Jackson, MS 39201  
[Board@teenhealthms.org](mailto:Board@teenhealthms.org)

THMS is the teen sexual and reproductive health and rights arm of Mississippi First, a 501(c)(3) non-profit organization and an equal opportunity, fair chance, affirmative action employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

## Employment Application Form

### Applicant Information

Name:

Current Address:

(Street, City, State, Zip Code)

Home Phone:

Cell Phone:

Email Address:

### Personal Information

Please check "yes" or "no" for each of the following questions.

	Yes	No
1. Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?		
2. This position will require residency in or around Jackson, MS. If hired, are you willing to relocate to Jackson, MS?		
3. If hired, would you be able to provide your own transportation to/from work?		
4. This position may require occasional work on weekday evenings and weekends for various trainings and in- and out-of-state site visits and conferences (approximately 10 hours a month). Can you commit to these additional hours?		
5. Are you able to perform the responsibilities of this job for which you are applying, either with or without reasonable accommodation?		
6. Do you understand that by applying for this job you will be subject to a criminal, civil, employment history, and social media background check?		