



Finance Director

Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community. Currently, Family Tree Clinic has a staff of 55 and a \$5MM annual budget.

Core Value Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

Position Summary

Family Tree Clinic is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people from the local community are strongly encouraged to apply.



Finance Director

The Finance Director is a key member of the leadership team, responsible for financial strategy, compliance, management, budget and financial analytics. The Finance Director works closely with the Executive Director, executive leadership team, operations team, and the Finance Committee of the board to ensure accurate, timely, effective, and transparent financial reporting and management as well as guiding sustainability strategies. The Finance Director leads our team in budget management including department budgets, grant budgets, and the annual budget process. The person in this role needs a passion for and experience in supporting the development of financial acumen with our leadership team as well as continuing improvements that support best practices and efficiencies. Family Tree Clinic has a complex business model as a 501c3 that is both a community clinic and an education center. The Finance Director works collaboratively to help our organization thrive and to continue to evolve our financial practices and business models to support our mission.

Primary Duties:

Financial Leadership & Management

- Responsible for financial policies and procedures
- Responsible for daily and monthly accounting functions
- Responsible for financial aspects of government grants
- Responsible for tax filings and returns
- Staff lead for Finance Committee meetings
- Lead annual budgeting process and budget oversight
- Oversight of revenue and billing for the clinic
- Develop strategies for monitoring clinic drivers including patient fees
- Manage cash flow including cash flow forecasting, bank lending and investing
- Ensure all accounting systems and procedures are in compliance
- With the audit firm, lead in the preparation of the annual external audit and the IRS Form 990
- Prepare budgets and financial reports for grants and proposals
- Manage loans and banking relationships
- Provide strategic planning and forecasting on financial matters

Building & Operations Management

- Oversee facilities management for the building
- Oversee technology infrastructure

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Collaborative responsibilities:

- In collaboration with the leadership team, operationalize the strategic plan
- Participate in organizational and staff development on racial justice & anti-oppression and trauma informed practices
- Serve on the Leadership Team which drives mission, vision, and decision-making
- Develop annual departmental goals that address the financial priorities of the organization
- Work in partnership with the Finance Committee of the Board of Directors

Supervisory Responsibilities:

- Provide supportive and effective supervision and performance management of:
 - Building Assistant
 - Technology Manager
 - Billing Associate (clinic)

Additional Duties (not a complete list):

- Perform additional tasks and responsibilities as assigned by the Executive Director

Qualifications

Required:

- Ability to think strategically and critically - propensity to be curious and proactively seek solutions and resources
- Four years of related senior level nonprofit financial experience
- Bachelor's degree or two year degree plus equivalent experience in nonprofit finance, accounting or related field
- Experience developing and maintaining financial reporting processes for a nonprofit
- Experience translating financial reports to be accessible to non-financial stakeholders
- Experience managing annual audits and annual compliance related to 501c3 organizations
- Deadline driven while prioritizing accuracy
- Strong acumen with accounting tools and software including: Quickbooks, Excel, Google Sheets, creating tables and dashboards, Google Drive, Docusign, online forms

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- Experience with, or a passion for reproductive and sexual health care, health equity, LGBTQ health, and supportive of the mission of Family Tree Clinic and its core values
- Able to think strategically about the organization, its mission, and financial strategy
- Ability to successfully execute and administer processes and procedures (i.e. ability to transition from strategy to tactical work and vice versa)
- Management experience

Preferred:

- Experience with nonprofit grant billing and financial management of government grants
- Experience within health and social services insurance billing, Medicaid, MFPP, MNCare
- Healthcare revenue cycle management
- Healthcare insurance contracting
- Operations experience: managing a team that supports the building, grounds, and IT

Salary & Benefits:

\$44 to \$50 per hour (\$91,520 to \$104,000 annually) depending on qualifications above those that are required. \$44 meets all requirements up to \$50 goes beyond requirements and includes preferred qualifications.

This is a benefits-eligible position, with subsidized medical, dental, vision, life, and long-term disability insurances, as well as paid holidays, vacation and sick time, and an employer matched 401k that maxes at 2% of wages.

Hours: Full-time, 40 hours a week, exempt

Supervisor: Executive Director

Typical Working Conditions:

The Finance Director uses Family Tree's telephone system to place and receive calls, typical office equipment to print and fax, and average days will consist of many hours of screen time using multiple computer monitors.

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This job occurs primarily at Family Tree Clinic in Minneapolis, MN, in an office with a sit/stand desk.

May periodically require some evenings and irregular hours of work.

Combination of office and clinic environments with hazards common to clinical environments including potential exposure to communicable diseases.

Each staff person at Family Tree Clinic has a welcome desk shift.

This position requires consistent attendance during business hours with the option of 1-day each week being remote.

To Apply

Ideal start date for this role is November 2025.

Applications (cover letter and resume) will be reviewed on a rolling basis starting October 3, 2025.

Please send your application materials to: avanavery@familytreeclinic.org with the subject line "Finance Director, [your name]"

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