

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Objectives of the position: The Executive Director has full responsibility for the pregnancy center, which includes the implementation of the policies and procedures approved by the Board of Directors within the parameters of the pregnancy center's budget. The primary areas of responsibility will be administrative, development, and community relations/public relations.

Status: Full-time (30 hrs/week), Exempt

Reports to: The Board of Directors

Supervises: All staff and volunteers

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position and sexual integrity
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and policies of the center
4. Have a bachelor's or master's degree, preferably in a related field, or related experience equivalent
5. Experience in a helping profession in a position requiring management experience or equivalent is appreciated
6. Exhibit strong communication and problem-solving skills
7. Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers
8. Be able to develop and implement strategic plans and goals for the center
9. Be a self-starter and able to carry out responsibilities with little or no supervision

Essential Functions:

I. Administration

1. Provide managerial support, direction, supervision, and training to the center directors and other staff
2. Conduct annual written and oral evaluations of staff
3. Coordinate with treasurer, directors, and other staff on annual budget for Board approval
4. Ensure that accurate financial records are kept and reported to the board monthly
5. Oversee Center expenditures and purchase requests
6. Oversee Center record keeping, statistical reports, and monthly reporting
7. Oversee a yearly ministry calendar and implementation of special events
8. Maintain a Center policy and procedures manual and ensure that all Center policies are approved and implemented
9. Security officer to manage privacy policies, security protocols, breaches and routine usage and security audits
10. Maintenance of clinic licenses
11. Conduct staff meetings addressing progress of Center goals and client and staff needs
12. Attend all board meetings and present a monthly report
13. Oversee implementation of technology and performance improvement related initiatives

14. Participate in continuing education to stay current on best practices for Center management, administration and services.

II. Development

1. Oversee donor and church mission appeals, major fundraising events, and direct mailings and newsletters each year
2. Oversee communication with donors and community partners
3. Oversee a grant writing program and grant calendar
4. Develop and review the Center's strategic plan, including long and short-term objectives
5. Obtain feedback and continually assess Center goals and progress of the strategic plan

III. Public Relations

1. Work to educate and develop appropriate relationships with the local community, including churches, pastors, community groups, as well as the professional community and other social agencies
2. Represent the ministry and services of the pregnancy center to the community and the media as needed
3. Oversee and revise written and online promotional and marketing materials used in presenting the pregnancy center to clients and the community including the client and donor websites
4. Work closely with the Board of Directors to promote public awareness of the ministry through advertisement and church presentations

Accept assignments not specifically delineated above as requested by the Board of Directors.