

## **Positive Solutions Informed Choices**

### **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**Objectives of the position:** As an ambassador of Jesus Christ, the Executive Director is responsible for ensuring the effective operation of the pregnancy center, including overseeing the administration, programs, budgeting, staffing, and strategic plan of the organization. Other key duties include fundraising, marketing, media relations, and community outreach.

**Reports to:** The board of directors

**Supervises:** All paid staff and volunteers

**Status:** At-Will Part Time Employee

#### **Minimum Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Have a degree, preferably in a related field, or related experience equivalent
- Have two years of experience as a volunteer or employee in ministry
- Have two years of experience in an administrative position with direct experience in supervising paid staff in an efficient and professional office
- Have two years of experience in marketing, fund-raising, and public relations/development
- Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations
- Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers
- Be able to develop and implement strategic plans and goals for the center
- Be able to carry out responsibilities with little or no supervision

#### **Essential Functions:**

##### **I. Administration**

- Provide managerial support, direction, supervision, and training to the staff
- Conduct written and oral evaluations of staff on a yearly basis
- Coordinate with treasurer, directors, and other staff on annual budget that is presented to the board of directors for approval
- Oversee and ensure that accurate and current financial records are kept and reported to the board monthly
- Oversee expenditures for budgeted expenses of center and oversee purchase requests
- Oversee the compilation of statistical reports, accurate record keeping, and monthly reporting to the board
- Coordinate a yearly calendar for the ministry and implementation of special events

- Ensure that all center policies are carried out, as well as coordinate with appropriate staff member(s) new policies to be approved and implemented
- Hold consistent meetings with staff to be comprised of client and staff needs and progress
- Attend all board meetings and present a monthly report
- Maintain policies and procedures manual for the operation of the center
- Oversee management of a donor management program

## II. Training

- Assist staff conducting volunteer training seminars
- Oversee and supervise volunteer in-service training, volunteer staff meetings, and ensure that policies and procedures are being followed

## III. Development

- Plan, conduct, and work with a committee to execute major fundraising events and direct mail pieces and newsletters each year
- Develop and execute a program to appeal to church mission boards for financial support
- Communicate with donors on a regular basis
- Involvement with visibility, and possible expansion of the pregnancy center ministry in the community
- Obtain feedback and continually assess goals for establishment of effective ministry programs
- Produce long and short-term objectives to accomplish the ministry goals of the center
- Develop a yearly development plan

## IV. Public Relations – Coordinate with Board and Staff

- Educate the local community, including churches, pastors, community groups, as well as the professional community about the pregnancy center ministry with the goal of obtaining support and involvement with the ministry
- Develop and maintain ongoing relationships with pastors and churches in the community
- Develop and maintain relationships with other ministries/organizations that meet client needs
- Represent the ministry and services of the pregnancy center to the community and the media
- Develop, oversee, and revise promotional materials used in presenting the pregnancy center to clients, community, and churches
- Work closely with the board of directors to promote public awareness of the ministry through advertisement and church presentations

**Last Modified:** [October 19, 2016]

**Prepared By:** [name], [title]

**Approved By:** [ name ], [title]

**Employee Acknowledgement:**

I have read and understand the Position Description for the position I hold at [Center]. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at [Center].
2. It does not constitute an employment contract with [Center].
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of [Center].

I understand and agree that my employment with [Center] is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Original:** Employee’s Personnel File

**Copy:** To Employee

**Copy:** Position Descriptions File