



EXECUTIVE DIRECTOR JOB DESCRIPTION

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. The director also has the responsibility for managing all routine operations of the pregnancy center in a smooth and professional manner. This includes the training and management of all volunteers and the implementation of necessary programs to meet client needs. Other key duties include fundraising, marketing, media relations, and community outreach.

Qualifications:

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- An active member of a local church
- Strong commitment 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 helping field, or related experience equivalent
- Have two years of experience as a volunteer or employee in a non-profit ministry environment
- Have two years of experience in a management position or equivalent
- 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 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 other 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
- Formulate and revise operational policies and procedures necessary for consistent operation, and ensure that they are carried out.
- Hold consistent meetings with staff to be comprised of client and staff needs and progress
- Handle routine business calls
- Attend all board meetings and present a monthly report
- Maintain policies and procedures manual for the operation of the center
- Provide monthly and year-end client statistical reports
- Conduct written and oral evaluations of staff on a yearly basis
- Oversee the yearly evaluation of volunteers
- Coordinate an annual appreciation event for staff and volunteers.
- Oversee management of a donor management program
- Oversee the data entry of client information
- Make prayer an integral part of the day-to-day operation of the pregnancy center

II. Training

- Oversee the recruiting, selecting, and interviewing of possible volunteers for the ministry
- 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
- Coordinate and assist in arranging and teaching the volunteer in-service meetings

III. Client Services

- Oversee client programs and support services offered by the center
- Provide peer counseling and services for clients
- Maintain and update the referral resources for volunteers and client use
- Evaluate, select, and maintain needed educational materials and resources for client use
- Lead prayer time at the beginning of each shift
- Be available to minister to the needs of the volunteers

IV. Development

- Plan, conduct, and work with a committee to execute major fundraising events and newsletters each year
- Develop and execute a program to appeal to church mission boards for financial support
- Oversee grant management — including grant applications, grant reporting, and grant compliance.
- 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

V. Public Relations

- 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

VI. Accounting

- General bookkeeping procedures of the center: entering, maintaining, and balancing accounts payable and accounts receivable
- Complete weekly accounting procedures of entry, payments, and deposits
- Balance financial statements for the Director and Board for tax purposes
- General procedures for payroll, taxes, and payment of bills on a timely basis

Compensation Expectations:

- The Executive Director is expected to work twenty (20) hours per week on HPC business. Salaried hours are eighty (80) hours per month.
- The starting rate of pay is salaried at \$1,200 per month with no overtime; to be evaluated annually by the board.
- Weekly hours may be adjusted for more than twenty (20) hours worked in any week.
- After one year of employment:
 - Forty (40 hours/two weeks) of paid vacation after one year of employment.
 - Mileage paid for HPC business is at the IRS non-profit rate.
- The Executive Director may attend one paid training or conference a year as budget permits.