**Executive Director Position Description**

**OBJECTIVE:** 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 center budget. The primary areas of responsibility will be administrative, development and community relations. This is a permanent, part time to full time position.

**REPORTS TO:** The Board of Directors

**SUPERVISES:** All paid staff (and volunteers as needed)

**EVALUATIONS:** The Executive Director shall receive a yearly written and oral evaluation by the Board Chair or his/her designee

**EXPECTATIONS:**

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 sanctity of all human life and sexual purity.
3. Agree with and be willing to uphold the Statement of Faith, Commitment of Care and Competence, and policies of the center.
4. Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers.
5. Ability to maintain confidentiality.

**QUALIFICATIONS:**

1. Be familiar with basic computer programs (ex. Word, Excel, Publisher).
2. Preferably have a bachelor’s or master’s degree, preferably in a related field, or related experience equivalent.
3. Have one to two years of experience as a volunteer or employee in ministry, preferably in pregnancy center ministry.
4. Have one to two years of experience in an administrative position with direct experience in supervising paid staff/volunteers in an efficient and professional office.
5. Have one to two years of experience in marketing, fundraising, and public relations/development.
6. Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations.
7. Be able to develop and implement strategic plans and goals for the center.
8. Be able to carry out responsibilities with little or no supervision.

**RESPONSIBILITES:**

* **Administrative Responsibilities**
1. Provide managerial support, direction, supervision, and training to the client services manager, administrative personnel and other staff. This will include oversight of their duties and helping with those duties when needed or when those positions are not staffed.
2. Conduct written and oral evaluations of staff on a yearly basis.
3. Work with the treasurer and staff for creating and adhering to an annual budget.
4. Coordinate a yearly calendar for the ministry and implementation of special events.
5. Coordinate with appropriate staff member(s) regarding new policies to be approved and implemented.
6. Hold consistent meetings with staff to be comprised of client and staff needs, progress, goal setting and implementation.
7. Attend all board meetings and present a monthly director’s report.
8. Maintain policies and procedures manual for the operation of the center.
9. Oversee management of donor relations.
10. Oversee management of liaison communications.
* **Training Responsibilities**
1. Oversee recruiting, selecting, and interviewing possible staff and volunteers.
2. Assist Client Services Manager when needed in conducting volunteer meetings, training seminars, individual trainings or in-service trainings.
* **Supervision/Evaluation Responsibilities**
1. Assess and evaluate the paid staff’s performance and conduct yearly evaluations.
2. Ensure that policies and procedures are followed.
3. Be available to staff for information, questions and assistance regarding center issues both during and outside of normal center hours (within reason).
4. Assess ongoing performance of paid staff and follow biblical principles for addressing personnel matters when the need arises.
5. Be available to minister to the needs of staff and volunteers.
* **Development Responsibilities**
1. Plan, conduct, and work with staff/volunteers to execute major fundraising events, direct mailings and newsletters each year.
2. Develop and execute a program to appeal to church mission boards for financial support.
3. Communicate with donors on a regular basis.
4. Develop and maintain an ongoing pledge program for individuals.
5. Obtain feedback and continually assess goals for establishment of effective ministry programs.
6. Produce long and short term objectives to accomplish the ministry goals of the center.
7. Produce and oversee implementation of a yearly development plan.
* **Public Relations Responsibilities**
1. Educate the local community, including churches, pastors, community groups, and the professional community about the pregnancy center ministry with the goal of obtaining support and involvement with the ministry.
2. Develop and maintain ongoing relationships with pastors and churches in the community.
3. Develop and oversee maintenance of relationships with other ministries/organizations that meet client needs.
4. Represent the ministry and services of the pregnancy center to the community and the media.
5. Develop, oversee, and revise promotional materials used in presenting the pregnancy center to clients, the community, and churches.
6. Work closely with the Board of Directors to promote public awareness of the ministry through advertisement and church presentations.