

# *We Care Pregnancy Clinic*

## 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 clinic, 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:** Exempt, Full-time

### **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 bachelor's or master's degree, preferably in a related field, or related experience equivalent
- Have two years of experience as a volunteer or employee in a non-profit ministry environment
- Have three years of experience in an administrative position with direct experience in supervising paid staff in an efficient and professional office
- Have 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 center director and other staff
- Conduct written and oral evaluations of staff on an annual 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 approve 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 as a non-voting member and present a monthly report
- Maintain policies and procedures manual for the operation of the center
- Oversee management of a donor management program

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## 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

- Develop an annual development plan
- Plan, conduct, and work with a team to execute major fundraising events and direct mail pieces and newsletters each year
- Participate in the development of long term strategic plan and setting goals for the ministry.
- Communicate with donors on a regular basis
- Participate in continuing education, eg Care Net conference, DCNP trainings, Life International trainings, etc.
- Develop and execute a program to appeal to church mission boards for financial support
- Increase the visibility of the pregnancy center ministry by involvement with nonprofit partnerships in the community e.g. DCNP, NNgo Studies Department at NIU, etc.
- 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

## IV. 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