Richland Pregnancy Services
Executive Director
Job Description

Objectives of the position
The Executive Director has full responsibility for ensuring the effective operation of the pregnancy center, including overseeing the administration, development, marketing, programs, budgeting, staffing, and strategic plan of the organization. Responsibilities will also include the implementation of the policies and procedures approved by the Board of Directors. Other key duties include fundraising, media relations and community outreach.

Reports to: The Board of Directors

Supervises: All paid staff and volunteers

Status: Exempt, 40 hours per week, including evenings and Saturdays

Minimum Qualifications: Applicant should:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ.
- Have a passion for the ministry of RPS and a heart for reaching the lost of our community with the gospel.
- Exhibit strong commitment and dedication to the sanctity of all human life and sexual purity.
- Agree with and uphold the Mission Statement, Statement of Faith, Statement of Principle, Articles of Incorporation and Bylaws and policies and procedures of the center.
- Have a bachelor's or master's degree, preferably in a related field or related experience equivalent. (Recommended)
- Have two years of experience as a volunteer or employee in a non-profit ministry. (Recommended)
- 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. (Recommended)
- Exhibit strong interpersonal communication, organizational, problem solving, public speaking, writing skills and effective media relations.
- Be equipped to provide spiritual leadership, discipleship, encouragement and direction to the staff and volunteers.
- Be able to carry out responsibilities with little or no supervision.
- Respect Confidentiality
- Be able to develop and implement strategic plans and goals for the center
- Take the initial Volunteer Training, attend a New Directors training course and any other course the Board of Directors require for development of this position. (To be completed in the first year of employment if not completed prior to employment).

Essential Functions:

1. Administration

- Ensure prayer is an integral part of the day-to-day operations of the pregnancy center.
- Provide managerial support, direction, supervision, and training to the staff as well as opportunities for staff development and enrichment.
- Spiritually nurture the staff and maintain an open door policy and transparent leadership to allow freedom of staff to voice concerns, desires and needs.
- Recruit, develop and motivate a loyal, effective management team, staff and volunteer base and dismiss staff when necessary with the board approval.
- Continually evaluate staffing needs and keep the board apprised of those needs in order to keep the ministry moving in a forward direction.
- Maintain personnel records and give evaluations after 90 days and annually thereafter. Inform the board of any employee problems in order to work out solutions.
- 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.
- Oversee expenditures for budgeted expenses of center and oversee purchase requests.
- Oversee the compilation of statistical reports, accurate record keeping and reporting to the board.
- Coordinate a yearly calendar for the ministry and implementation of special events.
- Maintain a Policy and Procedure manual for center operations and ensure those policies are carried out. 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 and to assess goals for establishment of effective ministry programs.
- Attend all board meetings and present a director's report.
- Seek advice and approval from the board in matters which are beyond standard operating procedure and may carry a potential to significantly impact the ministry internally or eternally.
- Work with the Board and Staff to produce long and short-term objectives to accomplish the ministry goals of the center.
- Oversee the technical aspects of the office (ie. Computers, Network, Audio Visual etc.)

II. Training

A. Assist with the volunteer training seminars.
B. Oversee and Supervise volunteer in-service training, volunteer staff meetings & see that procedures are followed.

III. Public Relations/Marketing

- Develop, maintain and 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.
- 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.

IV. Development

- Plan, conduct, and work with a committee to execute major fundraising events, 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, which includes writing a monthly receipt letter on thanks.
- 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
- When needed, develop and implement major capital fund raising campaigns. This would include working with professional counsel (as necessary) in the preparation of the campaign strategy, campaign solicitations and campaign follow-up.
- Help with grant writing if needed

The Executive Director will receive an annual oral and written evaluation by the Board of Directors.

Revised: 1/15/10
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