Job Description

Executive Director

***Objectives of the position:*** The Executive Director has full responsibility of the pregnancy care centers (currently three), medical ministry, and abortion recovery ministry, all of which include supervision of the implementation of the policies and procedures approved by the board of directors within the parameters of the HPC budget. The primary areas of responsibility will be administrative oversight, development, community relations/public relations. This is a full-time position.

***Reports to:*** The Board of Directors.

***Supervises:*** Medical Director (volunteer) and all paid staff, most directly with Program Director and Administrative staff. Total staff is currently about 19.

***Qualifications:***

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 the human life.
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and policies of HPC.
4. Have a bachelor or master’s degree, preferably in a related field, or related experience equivalent.
5. Have minimum two years of experience as a volunteer or employee in a ministry.
6. Strongly preferred to have had at least two years of experience in an **administrative** position and with direct experience in supervising paid staff in an efficient and professional office.
7. Strongly preferred to have had minimum two years of experience in marketing, fund-raising, and public relations/development.
8. Strongly preferred to exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations.
9. Be able to provide spiritual leadership, discipleship, encouragement, and direction for staff members and volunteers. (vital)
10. Be able to develop and implement strategic plans and goals for the centers.
11. Be able to carry out responsibilities with little or no supervision.

***Major Responsibilities:***

***Administrative:***

1. To make prayer an integral part of the ministry and to provide spiritual leadership.
2. Provide managerial support, direction, and supervision to the directors and other staff.
3. Have goal to conduct yearly written and oral evaluations of personnel whom directly supervise.
4. Coordinate with board treasurer and appropriate staff an annual budget that is presented to the board for approval.
5. Oversee and ensure that accurate and current financial records are kept and reported to the board monthly.
6. Oversee expenditures for budgeted expenses of center and oversee purchase requests.
7. Oversee the compilation of statistical reports, accurate record keeping and reporting to the board monthly.
8. Coordinate a yearly calendar for the ministry and implementation of special events.
9. Ensure that all center policies are carried out, as well as coordinate with ministry leaders new policies to be approved and implemented.
10. Attend all board meetings and present a monthly report.
11. Ensure maintenance of policies and procedures manual for the operation of the centers.
12. Oversee management of a donor program.

***Training:***

1. Ensure leadership staff is informed on what is going on in the news regarding pro-life issue.
2. Ensure leadership staff (and thus all staff) are informed of employee handbook policies
3. Ensure scheduling of regular staff meetings for all staff and leadership staff.
4. Ensure leadership staff (and thus all staff) are updated on all new policies and procedures.

***Development:***

1. Oversee a committee/staff to execute major fund-raising events, direct mail pieces and newsletters each year.
2. Oversee development and execution of a program to appeal to church mission boards for financial support.
3. Communicate with donors on a regular basis.
4. Develop ongoing pledge program for individuals.
5. Be involved in expansion and visibility of HPC in the community.
6. Obtain feedback and continually assess goals for establishment of effective ministry programs.
7. Produce long and short-term objectives to accomplish the ministry goals of the centers.
8. Oversee development of a yearly development plan.

***Public Relations:***

1. Ensure education of the local community, including churches, pastors, community groups, and professional community about HPC and the sanctity of human life with the goal of obtaining support and involvement.
2. Develop and maintain ongoing relationships with pastors and churches in the community.
3. Develop and maintain relationships with other ministries/organizations that meet client needs.
4. Represent the ministry and services of HPC to the community and media.
5. Oversee development, oversight, and revision of promotional materials used in presenting HPC to clients, community, and churches.
6. Work closely with the board to promote public awareness of the ministry through advertisement and church presentations.

**The Executive Director will be evaluated on a yearly basis by the president of the board in both written and oral form.**

***Revised January 2025***