



Job Title: Executive Director

Ministry Purpose: This position plays a significant role in achieving the religious mission of Positive Options and thus has a ministry purpose, and supports Positive Options' long-term vision of tripling the number of lives saved in 15 years, 5,000 lives by 2040.

Qualifications:

Code of Christian Conduct

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life from conception to natural death.
- Reinforce the humanity of the unborn child with clients, their guests, staff, volunteers and donors.
- Able to share the Gospel.
- Participate in prayer, devotions and worship as a team and as a full staff.
- Expresses a desire to reach men and women considering abortion with Biblical truth in love.
- Agree with and be willing to uphold the Mission, Vision, Core Values, Statement of Faith, Statement of Principles, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.

Education

- Hold a minimum of a Bachelor's Degree in a helping field or related experience equivalent.

Experience

- Possess or be willing to gain a thorough understanding of pregnancy care center ministry and administration.

Skills

- Demonstrate professional, organizational and leadership skills.
- Possess and exhibit expertise in interpersonal communication, public speaking, and problem solving.
- Proficiency in computer skills, with ability to utilize Word, Excel, PowerPoint, Outlook, and G-Suite.
- Proficiency in both verbal and written communications.
- Be dependable, stable and capable of committing to this position's responsibilities and duties.
- Ability to handle sensitive and confidential information with integrity and diplomacy.
- Ability to establish and maintain cooperative working relationships.
- Ability to carry out responsibilities with little or no supervision.

Reports to: Board of Directors

Supervises: Director of Operations, Director of Philanthropy, Director of Business Administration, Director of Marketing and Director of Finance.

Time Commitment: Average of 32 hours a week

Primary Objectives: The Executive Director provides spiritual leadership direction and vision for Lakeshore Pregnancy Center (LPC) DBA Positive Options (PO), establishing and overseeing finances, human resources, planning and business administration, development, and the implementation of necessary programs and services to meet LPC/PO's mission statement. The Executive Director also represents LPC/PO to the community, and works with the Board of Directors in the areas of governance, strategic planning, financial accountability and protection of the organization.

Responsibilities and Duties:

Leadership

- Make prayer an integral part of daily operations.
- Provide spiritual leadership, and organizational vision, direction and managerial support to paid and volunteer staff.
- Oversee the formation, revision and following of organizational policies, subject to approval by the Board of Directors.
- Coordinate and implement strategic plans and goals throughout the organization.
- Participate as a non-voting member of the Board of Directors and work with Board Chair in ministry oversight, preparation and communication of reports, and coordination of strategic planning retreats.
- Perform specific duties as assigned.

Business Administration

- Work with the Director of Business Administration to ensure and facilitate efficient office and accounting procedures.
- Coordinate with Directors of Operations, Business Administration, Philanthropy, and Finance to identify existing and emerging capital improvements, including all facility and information technology needs.
- Ensure that all standards and licensing requirements are met as directed by CareNet or other applicable affiliated organizations.

Finance

- Coordinate with Directors of Finance, Operations and Business Administration in the development of an annual spending plan and ensure that it is presented to the Board of Directors within established time parameters.
- Work with the Director of Finance to analyze organizational operations, identify areas of cost improvement and system enhancements, develop actionable and timely financial reporting, and execution of annual audit.
- Review and sign off on all capital expenditures.
- Oversee all banking and insurance relationships, and assure that financial protections are accurate and up to date.
- Engage with the Director of Finance and external partners to identify, establish and manage reserve funding, including the application for all government monetary resources.
- Ensure compliance with all finance and government reporting and licensing in cooperation with the Director of Business Administration.
- Review all banking and credit card reconciliations on a monthly basis to help ensure the integrity of all financial transactions and compliance with ECFA standards.

Human Resources

- Work with the Director of Operations and Executive Team to provide leadership and implementation of all human resource needs and processes, including the review of policies and procedures, and the creation and implementation of staff performance assessments.
- Coordinate with the Executive Team to ensure the organizational hiring policy is practiced, including adherence to interviewing guidelines, creation/revision of job descriptions, background checks, record keeping, offer letters, orientation and training for all staff.

- Manage the development of performance recovery plans for staff members, including the approval of all terminations and severance agreements.
- Along with the Director of Business Administration, review and approve all staff member reimbursements and charge card expenses.
- Approve the carryover of all vacation requests.
- Engage with the Director of Operations and external partners to keep abreast of local, state, and federal employment law, ensuring compliance of all levels.
- Oversee the management of personnel files, including the review and approval of new HR forms.

Development

- Work with the Director of Philanthropy in the creation, implementation and communication of both short term and long term development plans and funding opportunities to build the sustainability of LPC/PO.
- Sign off on the creation of annual development plans and marketing plans to help ensure a seamless integration of all philanthropy and marketing efforts as it relates to major fundraising events.
- Engage with the Director of Philanthropy to identify and pursue new funding opportunities, and analyzes trends that may affect the well-being and efficacy of LPC/PO.
- Coordinate with the, Directors of Philanthropy, Marketing and Community Life in the creation of promotional materials used in presenting LPC/PO to donors, annual reports, grant applications, and other external funding sources.
- Foster relationships and maintain regular communications with key major and mid-level donors.
- Oversee the establishment of performance measures, and monitor the reporting and results of the development plans, including the record keeping and acknowledgement of donor contributions.

Public Relations

- Represent LPC/PO through church and community speaking opportunities as needed.
- Work closely with the Board of Directors to develop external relationships with alliance partners, community leaders, and the media.

Personal and Professional Development:

- Attend conferences, seminars, and workshops as agreed upon by the Board of Directors.
- Complete trainings as assigned.
- Take quarterly restoration days. Restoration Days are days alone with God to seek His guidance and direction both personally and professionally.

Physical Demands:

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.
- Carry out the defined responsibilities and duties with or without accommodations.

I acknowledge that I have received a copy of this job description.

Signature _____

Name (Printed) _____ **Date** ____/____/____

(Copy to be given to the individual with the original kept in his or her personnel file.)