

Care Net Pregnancy Center of the EUP
EXECUTIVE DIRECTOR POSITION DESCRIPTION

Objectives of the position: The Executive Director has full responsibility for the CNPC, which includes the implementation of the policies and procedures approved by the Board of Directors within the parameters of the CNPC budget. The primary areas of responsibility will be administrative, development and community relations/public relations.

Reports to: The Board of Directors

Supervises: All paid staff

Hours Required per Week: 30 hours

Qualifications: Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is in regular fellowship with a local body of believers
2. Exhibit strong commitment and dedication to the pro-life position
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the Center
4. Have two years of experience in an administrative position with direct experience in supervising staff
5. Have two years' experience as a volunteer or employee in ministry
6. Exhibit strong skills in interpersonal communication, public speaking, writing and effective media relations
7. Be able to provide spiritual leadership, discipleship, encouragement and direction for the staff members and volunteers
8. Be able to develop and implement strategic plans and goals for the Center
9. Complete the volunteer training as required by Care Net
10. Work through the in-office training requirements

Major Responsibilities

Administrative:

1. Provide managerial support, direction and supervision to the Center staff
2. Conduct yearly written and oral evaluations of personnel
3. Coordinate with treasurer and other staff on annual budget
4. Oversee expenditures for budgeted expenses of the Center and purchase requests
5. Coordinate a yearly calendar for the ministry
6. Ensure all Center policies are carried out, as well as coordinate with the Board of Directors new policies to be approved and implemented
7. Hold consistent meetings with staff to address client and staff needs, progress, problems, goal setting and implementation
8. Attend all Board meetings including the yearly retreat and present a comprehensive monthly report
9. Maintain policies and procedures manual for the operation of the Center

10. Be sure prayer is an integral part of the day-to-day operation of the Center
11. Maintain contact with Care-Net and keep the Board informed of materials and information they provide
12. Attend meetings of standing committees as assigned and requested by the Board of Directors
13. Hires and supervises other paid staff in conjunction with the Board of Directors

Development:

1. Work to execute major fund-raising events
2. Be involved in the expansion and visibility of the CNPC ministry in the community
3. Obtain feedback and continually assess goals for establishment of effective ministry programs
4. Work with the Board of Directors and other staff in producing long and short term objectives to accomplish the ministry goals

The Executive Director will be evaluated on a yearly basis by the Board of Directors. The evaluation shall be shared with the Executive Director in both written and oral form by a representative of the Board.