

**Job Title:** Executive Director

**Reports to:** The Board of Directors

**BOLI Status:** Non-Exempt / full-time / 30-36 hours per week

**Supervises:** Development Director, Director of Nurses, Director of Centers, Bookkeeper

**Objectives of the Position:**

The Executive Director has full responsibility for the Pregnancy Resource Centers of Central Oregon (PRCCO). This includes implementation of the policies and procedures approved by the Board of Directors within the parameters of the approved budget. The primary responsibilities will be leadership, management, administrative, developmental, fundraising and strategic planning. This position requires the availability to travel to various center locations across Central Oregon.

**Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the sanctity of all human life
- Agree with and be willing to uphold the Core Documents and policies of the organization
- Preferred but not required: have a university degree, preferably in a helping field, or related experience equivalent
- Have three years of experience in a helping profession in a position requiring management experience or equivalent
- Have experience in marketing, fund-raising, organizational development and public relations
- Demonstrate the ability to develop leadership and a team spirit
- Possess the ability to develop and implement strategic plans and goals
- Possess excellent administrative and management skills and exhibit skill in interpersonal communication, public speaking, and problem solving
- Be able to provide spiritual leadership, discipleship, and support to the staff and volunteers
- Willingness to travel out of state to occasional conferences; must have use of own automobile; valid Oregon Driver's License and liability insurance
- Able to work nights and some weekends as required
- Computer skills in Microsoft Office and Google Workspace with the ability to troubleshoot technical issues and learn new software.
- Personal attributes including: Honesty, integrity, diplomacy, imagination, creativity, a sense of humor, and a strong work ethic
- Be in regular attendance at a local church fellowship

**Essential Functions:**

**Leadership / Management**

- Supervise and support the Director of Centers who facilitates all matters related to management, client services and facilities
- Supervise and support medical services, working closely with the Medical Director and Nurse Manager to ensure quality as well as compliance with federal and state regulations to maintain licensure

- Supervise and support the Development Director and Financial (Bookkeeping) Specialist, empowering them to accomplish their assigned responsibilities
- Plan and maintain the annual budget

**Administration**

- Be available to all PRCCO staff for assistance, guidance and encouragement
- Attend all board meetings and prepare meeting agenda to inform and advise the board
- Ensure that accurate and current financial records are kept and reported to the board
- Ensure the compilation of client statistical reports and provide them regularly to the board
- Oversee all fundraising projects, and the staff and volunteers associated with those projects
- Ensure the accuracy of and all PRCCO policies and procedures and oversee their implementation
- Ensure and conduct annual evaluations are given to all staff

**Development | Fundraising | Public Relations**

- In conjunction with Development Director continually cultivate PRCCO donors, seeking new ways to add more active donors
- Oversee development and maintenance of a broad network of cooperation with local churches
- In conjunction with Development Director meet one-on-one with major donors and potential major donors
- Oversee and assist in the development and implementation of all direct mailings and newsletters
- Assist Development Director in providing annual fundraising events.
- Assist Development Director in the expansion and visibility of PRCCO throughout Central Oregon.

**Public Relations**

- Work with board and appropriate staff to develop and maintain ongoing relationship with pastors and churches in the community, including appeals to church mission boards for financial support
- Work with the Director of Centers and Center Managers, develop and maintain ongoing relationships with pastors and churches in the community along with other ministries and organizations that meet client needs
- Represent the ministry of PRCCO to the media
- Work with Development Director to ensure effective use of advertising and social media
- Oversee the PRC client and donor websites, social media platforms, and community outreach endeavors
- Develop, oversee and revise marketing materials including promotional and advertising pieces used in presenting the Pregnancy Resource Center to clients, community, schools and churches.

**Strategic Planning**

- Produce long and short-term goals and objectives to accomplish the ministry goals of the organization
- Project a yearly vision statement
- Coordinate a yearly calendar for the ministry and implementation of special events and meetings

**Education/Experience:**

- Knowledge of tax and other compliance implications of non-profit status (preferred)

- Ability to coach, develop, and empower staff and volunteers

**Language Ability:**

- Ability to communicate effectively orally and in writing to a variety of audiences.
- Ability to write financial reports, and correspondence.
- Ability to effectively present information and respond to groups

**Math Ability:**

- The ability to help plan and implement organization and departmental budgets
- Ability to create and present financial reports

**Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of situations where only limited standardization exists
- Experience with strategic planning and implementation
- Ability to prioritize and manage multiple priorities

**Computer Skills:**

- Experience with client, volunteer and fundraising software a plus.
- Basic computer skills to include knowledge of word processing software, spreadsheet software, and publishing software.

This is not an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. PRCCO may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. If an offer of employment is extended by PRCCO, you will be asked to sign this document and agreeing to the following:

- I am capable of performing the essential functions of this position.
- I understand and agree that my employment with PRCCO is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

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EMPLOYEE NAME

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR NAME

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SUPERVISOR SIGNATURE

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