



Executive Director Job Description

Job Title: Executive Director

Reports to: Board of Directors

Classification: Part-time, 24 hours per week

General Summary and Objectives

The executive director (ED) is responsible for the implementation of goals, policies, and plans developed/established by the Board of Directors, cooperating with the Board in fulfilling its governance function, and providing leadership and overall management direction of the organization.

- Ensures that Affirm is provided with appropriate support systems and responsive, quality service in the areas of program services, human resources, development, accounting, and related administrative functions necessary to promote the organization's mission in the community and to provide excellent client services
- Plans, implements, and evaluates development (fundraising, public relations and marketing) strategies and programs to ensure the growth and stability of the organization
- Plans, implements, and evaluates medical services, client services, and outreach programs

Duties and Responsibilities

1. Cooperates with the Board of Directors in governance.
 - a. Assists the Board in strategic planning, developing objectives and goals, annual planning (including budgeting and program development) and in policy development.
 - b. Implements goals, objectives, policies, and annual plans set by the Board and incorporates them into the daily operations of the organization
 - c. Interfaces between Board and staff and other center constituencies
 - d. Provides information and reports regarding administration and operations to keep Board informed (financial, programmatic, public relations, human resources, etc.) as requested by the Board
 - e. Informs the Board of problems or anticipated problems so that the mission of the organization may be carried out effectively

- f. Prepares for Board meetings, handling related logistics
2. Supports organization's mission through program, service, and product development and delivery.
 - a. Researches community needs in areas pertinent to the mission of the organization
 - b. Develops a plan (cost, timeframe, resources needed, needs that are met, relationship to organizations' mission) for programs, services, and projects that support the mission and meet client needs and follow appropriate guidelines (governmental, organizational, professional, etc.) such as Board expectations, Commitment of Care and Competence, budget, laws, etc.
 - c. Implements/executes plans, evaluates effectiveness, and makes changes as needed and appropriate
 - d. Ensures quality and other standards are met in the implementation/execution, provides the best possible services, products, and programs to service client needs and supports the organization's mission
 - e. Oversees medical clinic and client services
 - f. Follows all appropriate/applicable policies and procedures, regulations, and restrictions (governmental and organizational), including those applicable to medical services, budget, etc.
3. Fosters growth and stability of the organization, including fundraising, public relations, and marketing.
 - a. Serves as major representative of the organization to the staff, donors, and community and other center constituencies.
 - b. Develops and suggest plans for growth to the Board. Implements effectively and efficiently plans/programs approved by the Board.
 - c. Develops a plan for marketing to inform external constituencies about the organization and foster support (public relations and financial) for organization's mission.
 - d. Communicates and interacts with other community organizations (churches, help/aid agencies, governmental agencies and leaders, general public, media, donors, and prospective donors for the purpose of educating and fostering good relationships and support. Oversees communication with external constituencies.
 - e. Networks with other life-affirming organizations toward fulfilling a common vision.
 - f. Provides the Board with reports and projections regarding changing facility, staffing, financial situations, and plans for facilitating and accommodating change and growth in these areas. Advises the Board of any problems that may affect the organization's stability and growth and offers possible solutions.
 - g. Oversees fundraising, planning and execution consistent with Board objectives.

- h. Adheres to appropriate/applicable policies and procedures, regulations and restrictions (governmental and organizational), including fundraising solicitation regulations, budget, etc.
4. Responsible for the administration and management of the organization's resources.
 - a. Plans, organizes, directs, and controls the day-to-day operations of the organization. Analyzes the needs of the organization for daily operation and develops plans to meet the dynamic needs of the organization.
 - b. Oversees the supervision of staff in the execution of their responsibilities for the efficient and effective delivery of the organization's mission. Provides timely informal and formal performance evaluation/feedback/goal setting.
 - c. Creates a culture/office atmosphere that encourages openness, honest, trust, respect, Christian reconciliation/restoration/unity.
 - d. Plans and manages facility and facility resources.
 - e. Administers budget.
 - f. Ensures appropriate, accurate, and relevant recordkeeping and reporting.
 - g. Ensures the development of forms, documents, reports, manuals, and other materials necessary for the efficient and effective operation of the organization: client forms/materials; volunteer forms/materials; recruiting, hiring, training and operation forms and materials (job descriptions, performance reviews and employee handbook); financial reports; promotional and educational materials.
 - h. Follows policies and procedures and complies with all legal and organization restrictions and guidelines, including confidentiality, retention of information, employment law, budget, etc.
 5. Demonstrates strong servant leadership by supporting and promoting harmony and a ministry of restoration/reconciliation modeled after Christ's example; serving staff and volunteers effectively and lovingly and supporting and promoting Affirm's life-affirming ministry.
 6. Performs special projects or tasks as assigned by the Board.

Qualifications

1. Bachelor's degree required, preferably in business or nonprofit administration, human resource management, or related field. Master's degree in related field preferred.
2. Management/administrative experience, including managing a staff. One to five years experience in the non-profit sector preferred. Ministry, pregnancy center, or other pro-life experience preferred.
3. Problem solving and program development ability/skills to develop/evaluate programs and administer/manage operations and staff of the organization and resolve problems.
4. Excellent oral and written communication skills to relate to communicate effectively with multiple audiences/constituencies (Board, staff, volunteers, clients, donors, other organizations, government leaders, media, etc.) using a variety of formats.

5. Excellent interpersonal skills to train, manage, and influence all organizational constituencies, including public speaking experience.
6. Self-starter with good judgment and integrity.
7. Excellent administration and good organizational skills.
8. Willingness and ability to serve community partners and other Affirm constituencies (including other staff, donors, community partners, etc.) in a way that honors Jesus Christ and supports and promotes Affirm's life-affirming ministry.
9. Willingness and ability to share the gospel of Jesus Christ by word and example (including prayer) to encourage clients, staff and other Affirm constituencies and to contribute to an office environment conducive to supporting Affirm's ministry of life.
10. Signing the Statement of Faith and Code of Christian Conduct.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.