



**Loving Choice
Pregnancy Help Center
Is Seeking to Fill the Position of
EXECUTIVE DIRECTOR**

Salary commensurate with qualifications / experience

REQUIREMENTS

1. Must be passionately pro-life.
2. Must lead a faith filled life in accordance with Catholic doctrine and lead in accordance with these beliefs.
3. Must have multi-year, successful leadership experience.
4. Leadership skills should include experience working equally effectively with clients, donors, volunteers, and the overall community.
5. Servant leader / team consensus management style with strong work ethic, and contagious enthusiasm and high energy level. Must be able to lead a diverse, high energy volunteer organization.

DESIRED QUALIFICATIONS

1. Bachelor's Degree (Master's Degree Preferred) with three or more years (five years preferred) of leadership and or management experience
2. Successful leadership experience (paid or unpaid) in non-profit organization(s).
3. Financial skills including fundraising experience, budget preparation, and understanding financial analysis and financial reporting requirements
4. Organizational skills required include planning, delegating, program development, and task facilitation carried out with excellent written, oral, and electronic communication capabilities

JOB RESPONSIBILITIES

1. Oversee organization of Board of Director meetings.
2. Develop / continue to refine employment and administrative policies and procedures for all functions and for the day-to-day operations.
3. Coordinate center service offerings expansion consistent with budgetary limitations and volunteer headcount.
4. Provide guidance to the Center Director / Office Manager in the day-to-day operations.
5. Review and approve services contracts, after legal review, consistent with the Delegation of Authority.
6. Lead fundraising and Pro-Life interactions in the community.
7. Other duties as assigned by the Board of Directors.

REQUEST

When applying for position, please send resume, AND in your cover letter, tell us of your greatest success as part of a non-profit organization.

CONTACT

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