

PCOM PREGNANCY CENTER OF MEADVILLE

657 Pine Street
Meadville, PA 16335

814-333-6567

Affirming that life is a gift from God.
pcom41@windstream.net

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Reports to: The board of directors

Supervises: All paid staff and volunteers

Status: [Exempt / Non-Exempt], [Full-time / Part-time]

Minimum Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Have a bachelor's or master's degree, preferably in a related field, or related experience equivalent
- Have two years of experience as a volunteer or employee in a non-profit ministry environment
- Have two years of experience in an administrative position with direct experience in supervising paid staff in an efficient and professional office
- Have two years of experience in marketing, fund-raising, and public relations/development
- Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations
- Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers
- Be able to develop and implement strategic plans and goals for the center
- Be able to carry out responsibilities with little or no supervision

Preferred Qualifications:

- Bachelor's or Master's degree

Essential Functions:

Strategy

Work with the Board on developing long-range strategies that achieve PCOM's mission and vision goals.

Effectively communicate the vision and mission both within and outside the ministry

Oversee the implementation of a vibrant Volunteer Program that promotes active and broad participation of local churches and volunteers in all areas of PCOM's work.

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Administration

- Provide managerial support, direction, supervision, and training to the directors and other staff or volunteers
- Ensure prayer is an integral part of the day-to-day operations at PCOM
- Responsible for recruiting, employing, evaluating, and providing managerial support, direction, supervision, and training of staff. Ensure all personnel have up-to-date, written job descriptions and annual evaluations.
- Establish training programs for staff and volunteers that strengthens a Christian worldview and ensure the integration of a Biblical perspective on the sanctity of human life, sexual integrity, and God's design for relationships in all services provided.
- Prepare and propose an annual budget for approval by the Board of Directors that reflects strategic mission and goals in coordination with treasurer, directors, and other staff.
- Oversee expenditures and purchase requests.
- Oversee and ensure that accurate and current financial records are kept and reported to the board monthly
- Oversee the compilation of statistical reports, accurate record keeping, and monthly reporting to the board
- Coordinate a yearly calendar for the ministry and implementation of special events
- Ensure that all center policies are carried out, as well as coordinate with an appropriate staff member(s) new policies to be approved and implemented
- Hold consistent meetings with staff to be comprised of client and staff needs and progress
- Attend all board meetings and present a monthly report
- Maintain policies and procedures manual for the operation of the center
- Oversee management of maintenance and repair of the building.
- Oversee retention and destruction of documents in accordance with policy and procedures.

. Training

- Assist staff in conducting volunteer training seminars
- Oversee and supervise volunteer in-service training, and volunteer staff meetings, and ensure that policies and procedures are followed
- Work with Medical Director and Clinic Manager to oversee the on-going development and execution of medical policies, procedures, and services.
- Oversee the development and use of client-focused marketing materials, including websites, written materials, ad campaigns, and social media focused on targeting abortion-vulnerable clients
- Ensure all information disseminated to clients or potential clients is up-to-date and accurate, and approved by Medical Director.
- Ensure licensure and training requirements of medical staff are met and maintained

. Development

- Plan, conduct, and work with a committee to execute major fundraising events and direct mail pieces and newsletters each year
- Develop and execute a program to appeal to church mission boards for financial support
- Communicate with donors on a regular basis
- Involvement with visibility, and possible expansion of the pregnancy center ministry in the community
- Obtain feedback and continually assess goals for the establishment of effective ministry programs

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- Produce long and short-term objectives to accomplish the ministry goals of the center
- Develop a yearly development plan

IV. Public Relations

Together with the Board and select staff, educate the local community, including churches, pastors, community groups, as well as the professional community about the Pregnancy Center of Meadville with the goal of obtaining support and involvement with the ministry

- Develop and maintain ongoing relationships with pastors and churches in the community
- Develop and maintain relationships with other ministries/organizations that meet client needs
- Represent the ministry and services of the pregnancy center to the community and the media
- Develop, oversee, and revise promotional materials used in presenting the pregnancy center to clients, community, and churches
- Work closely with the board of directors to promote public awareness of the ministry through advertisements and church presentations

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Executive Director Pledge

Recognizing that the Pregnancy Center of Meadville is a Christian ministry, I openly acknowledge my personal faith in Jesus Christ as my Lord and Savior. I have read the Statement of Faith and am in complete agreement with all statements in it.

I believe in the sanctity of human life as taught in the Bible and, therefore, reject abortion as an acceptable option for any woman facing a crisis pregnancy, except to save the life of the mother in some cases (e.g. tubal pregnancy).

I believe in chastity outside of marriage and in the sanctity of marriage between a man and a woman as taught in the Bible. Therefore, I commit to a lifestyle of sexual purity.

I agree to be faithful in church attendance and participation, as a member of the body of Christ.

I accept the responsibility to act as an advocate on behalf of the women under my care; to give accurate information, emotional support, and spiritual guidance. I will keep all information on center clients in the strictest confidence, in accordance with center policies. I will consistently uphold PCOM policies relating to confidentiality, even after I am no longer Executive Director.

Understanding the vital role the Director plays in the work of the Pregnancy Center of Meadville, I commit myself to faithfully serve __ hours per week/month on a regular basis. Additionally, I agree to attend Board and staff meetings and in-service training sessions.

I have read, understand, and agree with the Pregnancy Center of Meadville Statements and will at all times uphold it, as well as all policies and procedures established by the Board of Directors and Director.

Signature _____

Date _____

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Last Modified: April 24, 2025

Prepared By: Kendra Durfee, Director

Approved By: Scott McKinney, Board President &/or Stephen Sullivan, Board Vice President

Employee Acknowledgement:

I have read and understand the Position Description for my position at PCOM. A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at PCOM.
2. It does not constitute an employment contract with PCOM.
3. It does not confer any rights to any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of PCOM.

I understand and agree that my employment with PCOM 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.

Signature: _____ **Date:** _____

Original: Employee's Personnel File

Copy: To Employee

Copy: Position Descriptions File