



# Executive Director

## Pregnancy Care Center of the Merrimack Valley, Inc

### Overview:

The Pregnancy Care Center (PCC) is a 501(c)3 non-profit organization. We are seeking a full time Executive Director to provide Christ-centered leadership and oversight for achievement of the mission and financial objectives of a growing pregnancy center ministry in three multicultural metropolitan areas. The PCC also provides space, equipment, supplies and staff to a doctor who performs limited ultrasounds to confirm pregnancy.

We are passionate about sharing the love of Jesus Christ and providing ongoing support to new families from the moment a new life is confirmed through the pregnancy, childbirth until the baby is one year old.

### Objectives of the position:

Reporting to the Board of Directors (Board), the Executive Director (ED) is responsible for the successful execution of the PCC's mission and strategic initiatives. As a non-voting member of the Board, the ED will play an essential role in helping to set the vision for the organization, which is determined by the Board. This role is a salaried, full-time, benefits-eligible position.

### 1. Qualifications:

- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord; agrees with the PCC's Statement of Faith, Statement of Principle, and the policies of the center.
- Strong commitment and dedication to the pro-life position and mission.
- Minimum of a bachelor's degree and advanced degree, preferably in a related field; equivalent experience acceptable.
- Proven ability to build relationships with individual donors and donor groups.
- Strong skills and experience in fundraising, communication, and problem-solving.
- Solid management experience with a proven track record of leading, managing a budget, and achieving goals Ability to provide spiritual leadership and encouragement to staff and volunteers.
- Experience in management and non-profit fields are preferred but not required.

### 2. Reporting Relationship with the Board of Directors

- Provide input to the Board as they set the mission, strategic initiatives, and short term & long-term operational objectives.
- Consult with and utilize the experience and skill set of Board members.
- Provide frequent, informal communications with Board members to keep them abreast of ED and center activities and concerns.
- Attend Board meetings and present updates on active projects and initiatives.
- Present staffing and expenditure requests to the Board for approval.

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- Present contracts, leases, etc. to the Board for approval prior to signing documents on behalf of the PCC.

### **3. Responsibilities**

#### **3.1 Donor Relationship, Community Development & Fundraising**

- Lead execution of major fundraising events.
- Engage in opportunities that bring visibility to the PCC within the community.
- Work with staff to establish annual revenue resource goals and plans.
- Oversee the grant writing process.
- Develop and maintain ongoing relationships with local pastors and churches, as well as other organizations that meet client needs.
- Oversee the development and revision of promotional materials; contribute copy for newsletters and direct mail campaigns.
- Act as a resource within the community regarding pregnancy resource centers and the work of pro-life ministry.
- Represent and speak on behalf of the PCC to the media when necessary.
- Work closely with the Board to promote public awareness of the ministry through advertising, church presentations, videos, etc.

#### **3.2 Fiscal Performance, Staff Development and Multisite Operational Effectiveness**

- Coordinate with Treasurer, Directors, and other staff to develop the annual budget, complete the annual audit, and track spending.
- Ensure that accurate record keeping is maintained and that current financial and statistical records are reported to the Board monthly.
- Provide managerial support, direction, supervision, and training to all staff; hold regular staff meetings.
- Conduct written and oral evaluations of staff on an annual basis.
- Recruit new personnel as approved by the Board.
- Manage a yearly calendar for the ministry, including special events.
- Ensure that all center policies and procedures are up to date and carried out; coordinate with appropriate staff regarding the implementation of new or updated policies including medical.
- Ensure professional appearance of each center and oversee any improvements.
- Obtain feedback and continually assess effectiveness of service delivery and programming.