



Job Description - Executive Director

Summary: The Executive Director has full responsibility for leading TCPN and the ministry's efficiency and effectiveness. This includes, but is not limited to: implementing client programs; meeting approved revenue and spending goals; fostering a spirit of teamwork, care and compassion throughout the You Medical and Fatherhood Academy staff; and adhering to policies and procedures approved by the Board of Directors. A major role of the Executive Director is to be the TCPN spokesperson in the community, with a focus on interacting with current and perspective donors.

Reports to: Board of Directors

Supervises: All staff members except where supervision is delegated to other

directors **Typical Hours per Week:** Full-time salaried position (minimum 40 hours per

week) **Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity
3. Agree with and be willing to uphold the Core Belief Documents and policies of TCPN
4. Be self-motivated, dependable, responsible and organized. Be able to carry out responsibilities with little or no supervision
5. Have at least a bachelor's degree, preferably in a related field, or related experience equivalent
6. Have two years of experience in supervising paid staff in an efficient and professional office
7. Have two years of experience in marketing, fundraising and public relations/development, preferably in a non-profit or ministry setting
8. Exhibit exceptional skills in interpersonal communication, problem-solving, public speaking, writing, and effective media relations
9. Provide spiritual leadership, discipleship, encouragement and direction for staff members and volunteers
10. Develop and implement strategic plans and goals for You Medical and Fatherhood Academy
11. Must maintain confidentiality as it relates to clients, donors & other ministry business

Major Responsibilities

Board Governance: Works with the board in order to fulfill the organization mission.

- Lead TCPN in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Report to and work closely with the Board to seek their involvement in policy decisions, staffing, development, and to increase the overall visibility of the organization.
- Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- Cultivate a positive working relationship with the Board of Directors
- Serve as principal staff advisor-liaison to Board of Directors
- Attend all Board meetings and present a high-level summary monthly report of TCPN activities
- Ensure compliance of all applicable local, state, and national regulations and filing deadlines

Financial Performance & Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for donor development and developing other revenues necessary to support TCPN's mission.
- Responsible for the fiscal integrity of TCPN, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management and stewardship that generally anticipates operating within the approved budget, establishes expense controls, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Develop, oversee, and engage in an annual development plan to ensure the long-term viability of the organization
 - Supervise all grant proposals
 - Advance church and community contacts, cooperation, and collaboration
- Develops and nurtures personal relationships with major donors and major donor organizations.
 - Share TCPN's mission, vision, and needs
 - Follow biblical giving principles and uphold TCPN's Theology of Development

Organization Mission & Strategy: Works with the board and staff to ensure that the mission is fulfilled through programs, services, strategic planning, and community outreach.

- Responsible for implementation and oversight of TCPN's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that You Medical and Fatherhood Academy can successfully fulfill its mission into the future.
- Responsible for the enhancement of YM and FA's image by being active and visible in the community and by working closely with other professional, civic, and nonprofit organizations.
- Serve as You Medical and Fatherhood Academy's primary spokesperson to the organization's constituents, churches, the media, and the general public.
- Work with staff to implement a marketing and communications plan that establishes You Medical and Fatherhood Academy in the community, as well as upholds the brand guidelines
- Evaluate the effectiveness of You Medical and Fatherhood Academy programs, services, materials, and other resources on a regular basis for accurate information and promoting Christian values

- Work with staff to develop and oversee the official calendar of fundraising, volunteer, and staff events including but not limited to Sanctity of Human Life open house, annual fundraising banquet, baby bottle campaign, volunteer appreciation, trainings, and staff retreats

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of You Medical and Fatherhood Academy are appropriate.

- Delegate and oversee the day-to-day operations of the organization
- Establish and uphold employment and administrative policies and procedures for all functions and for the day-to-day operations of You Medical and Fatherhood Academy.
 - Develop new policies and procedures as needed to ensure an effective, efficient ministry
- Implement and oversee an interoffice communication plan to increase the effectiveness of team communication

Leadership & Management: Lead, coach, develop, and retain You Medical and Fatherhood Academy's staff.

- Implement and oversee a hiring process that helps to ensure TCPN is employing competent, qualified applicants.
- Actively engage and energize You Medical and Fatherhood Academy's staff, volunteers, and board members
- Maintain open and ongoing communications with staff members
 - Meet regularly to provide support, direction, supervision and prayer as needed
- Conduct annual employee evaluations as well as work with staff to set professional and personal goals
- Delegate effectively to staff to increase efficiencies
- Be knowledgeable of local, state, and national trends and best practices as related to pregnancy centers
 - Represent TCPN at state or national levels as needed

Other duties as assigned by the Board of Directors