

JOB DESCRIPTION

Executive Director

Status: Permanent, Full-time, Exempt

Reports To: The Board of Directors

A Door of Hope

A Door of Hope offers free help to women who are verifying and making decisions about their pregnancies. Many of our clients face unplanned pregnancies and difficult decisions. No matter the concern, A Door of Hope provides high standards of care and compassion for every woman who seeks help at our centers. As a medical facility, A Door of Hope provides medical services under the direction and supervision of a licensed physician. A Door of Hope centers are located in Wilmington and Middletown, Delaware. A Door of Hope Pregnancy Center is a faith-based, non-profit organization. Our free services are entirely funded by individuals, businesses, and the local community.

Job Overview

We are seeking an inspirational and visionary Executive Director to lead A Door of Hope. In this position, you will be responsible for ensuring the effective day-to-day operation and stability of the ministry. Primary responsibilities include the oversight of administration, client programs, finance, staffing, advancement and strategic planning. Other duties include fundraising, marketing, public relations, community outreach and other duties as assigned by the Board. Broadly, the Executive Director will be:

1. An empowering and inspirational servant leader.
2. A winsome and articulate ambassador to our community partners and donors.
3. A visionary in touch with the pro-life and crisis pregnancy center movement that will provide strategic direction and leadership regarding the ministry's future.

Qualifications

- Exhibit a strong and mature testimony of Christian faith and service along with a willingness to provide spiritual leadership and discipleship.
- A strong decision maker possessing sound judgement and spiritual discernment.
- Exhibit integrity in professional and personal life in accordance with scriptural standards.
- Exhibit a strong commitment and dedication to the pro-life position and sexual purity.
- Agree and uphold the ministry's Statement of Faith, Mission Statement, Core Values, Code of Ethics and Policies and Procedures.
- An inspirational leader who brings out the best in both employees and volunteers and exhibits strong leadership qualities including integrity, initiative, enthusiasm, thoroughness, dependability, creativity, sound judgement and a teachable spirit.
- A mature and enthusiastic communicator that can expound on the ministry in both a group and individual setting.
- Exhibits strong skills in interpersonal communication, public speaking, writing and effective public/media relations.
- A commitment to personal and professional growth.
- Ability to develop and implement strategic plans and goals for the ministry.
- Ability to carry out responsibilities with little or no supervision.
- Possess a bachelor's or master's degree, preferably in a related field.
- Possess 5 or more years of management and supervisory experience in an operational environment, ministry or non-profit preferred.
- Possess at least 3 years of fundraising and advancement experience.

Responsibilities & Duties

General

- Lead the day-to-day operations of the ministry focusing on advancement and supporting the center Supervisors and staff.
- Develop annual goals and objectives for the ministry, track progress against Key Performance Indicators (KPI's) and lead the effort to achieve them.
- Stay current on trends and developments within the crisis pregnancy center movement.

Administrative

- Provide managerial support, direction, supervision and training to the center Supervisors and other staff.
- Conduct written and oral evaluations of staff on a yearly basis.
- Maintain policies and procedures manual and ensure that all employees and volunteers are in compliance with the same.
- Support the medical team and ensure compliance with all policies and procedures.
- Conduct regular meetings with the staff to ensure clear communication among team members and the coordination of various ministry programs and initiatives.
- Ensure that ministry technology and software is current and well maintained.
- Develop and implement an annual calendar for the ministry including special events.

Financial

- Manage all financial aspects of the ministry and ensure that accurate and current financial records are maintained and reported to the Board on a monthly basis.
- Work with the ministry bookkeeper to ensure that all bills and invoices are paid in a timely fashion.
- Coordinate with the Board Treasurer and ministry staff on the annual budget for presentation to the Board for approval.
- Oversee ministry expenditures and purchase requests and accurate documentation of all financial transactions.

Advancement, Marketing & Public Relations

- As the public face of the ministry, work closely with the Board and Director of Development to promote public awareness of the ministry through marketing and advertising campaigns, church presentations, grant writing, community involvement, etc.
- Promote A Door of Hope through regular speaking engagements, networking and other ministry and community venues.
- Work with the Director of Development, as needed, on the yearly advancement plan.
- Work closely with the Development Director and approve all marketing and communication initiatives.
- Personally communicate with donors on a regular and ongoing basis.
- Ensure that all promotional materials and assets are reviewed and updated regularly.

Programs

- Oversee the regular training of ministry staff, client advocates and volunteers.
- Ensure that ministry programs are reviewed on a regular basis and continually assess the effectiveness of the same.
- Develop and oversee a robust volunteer program and engage with volunteers on a regular basis.
- Attend conferences and programs on behalf of A Door of Hope and leverage the assets and resources available through our partner organizations.

Board Relations

- Participate in all Board meetings and report on the status of the ministry with clarity, openness and transparency.
- In coordination with the Chair, provide the Board with a monthly agenda, minutes of the previous meeting, financial reports and any other documents necessary for an effective Board meeting.
- Clearly communicate the Board's instructions and guidance to the ministry staff, as required.
- Participate fully with the Board in its annual review of the Executive Director.