



## **EXECUTIVE DIRECTOR**

### **Overview**

This is a part-time position initially – non-exempt, hourly - 25 – 30 hours, possibly opening to a full-time, exempt position –36 hours– Monday - Thursday. Position begins July 1, 2023, with approximately a month of training prior to start date.

### **Qualifications**

1. Actively pursuing a life of faith and belief in God the Father, Son, and Holy Spirit.
2. Exhibit a strong commitment to the belief that life begins at conception.
3. College and/or advanced degree with emphasis on one or more of the following disciplines: Non-profit Management, Business Management, Education, Early Childhood Education, Counseling.
4. Excellent communication skills.
5. Experience working with non-profit boards.
6. Agree and uphold the Statement of Principle, Statement of Faith, and all policies of the center.
7. Openness to listening and interacting with people who hold a variety of faith perspectives.
8. Ability to work collaboratively with community government agencies.
9. Effective fundraising experience both in attaining new donors and maintaining present donors.
10. Solid experience managing an office environment, overseeing any staff and volunteers.
11. Strong interpersonal skills and problem solving.
12. Proficient with Office 365, Outlook, and QuickBooks.
13. Self-motivator, taking initiative where needed.

### **Responsibilities**

#### Administrative

1. Develop and maintain schedule for staff and/or volunteers.
2. Maintain existing educational and other center appropriate programs.
3. Develop and/or update programs as needed.
4. Write bi-monthly and schedule e-newsletter.
5. Develop open communication with donor base.
6. Oversee or maintain center website and social media information.
7. Oversee payroll, submission of state and federal reports.
8. Review monthly financial reports with administrative assistant.
9. Hire and oversee all staff with appropriate reviews throughout the year.
10. Maintain excellent communication with Board of Directors, establishing agenda and attending every quarterly board meeting; provide monthly updates on center progress in between board meetings.
11. Review and approve all requests for emergency assistance, housing, bill payment, educational grant fund.

#### Fundraising and Community Exposure

1. Create and maintain healthy relationships with area congregations.
2. Submit any required mission reports promptly.
3. Create opportunities for creative fundraising ideas through events, social media, emails.
4. Participate in agency committee meetings when invited.
5. Participate in events that allow tabling for Durango Pregnancy Center.
6. Grow and cultivate relationship with community assistance agencies.