



**Island Pregnancy Centre  
Job Description  
Executive Director**

**Reports to:** The Board of Directors  
**Position:** 40hrs/week  
**Salary:** \$37,000 - \$42,000/year (based on experience)  
**Vacation:** 4 Weeks  
**Supervises:** All paid staff and volunteers

**Summary:** The Executive Director has full responsibility for the overall day to day operations of both Island Pregnancy Centre locations (Charlottetown & Summerside offices), which includes the implementation of the policies and procedures approved by the Board of Directors within the parameters of the pregnancy centre's budget. The primary areas of responsibility will be administrative, development, and community relations/public relations. This is a permanent full-time position.

**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 Statement of Principle, Statement of Faith and policies of the Island Pregnancy Centre.
4. Have a bachelor's or master's degree, preferably in a related field, or related experience equivalent.
5. Have two years of experience as a volunteer or employee in ministry.
6. Have two years of experience in an administrative position with direct experience in supervising paid staff in an efficient and professional office.
7. Have two years of experience in marketing, fundraising, and public relations/development.
8. Exhibit strong skills in interpersonal communication, writing, and effective media relations.

9. Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers.
10. Be able to develop and implement strategic plans and goals for the centre.
11. Be able to carry out responsibilities with little or no supervision.
12. Have a valid class 5 driver's license and be willing to travel to Summerside on a weekly basis.

## **Duties and Responsibilities**

### **Spiritual Leadership:**

- Set a positive spiritual atmosphere in the centre
- Disciple volunteers and staff
- Encourage spiritual growth

### **Development:**

- Produce long and short term objectives to accomplish the ministry goals for the centre
- Plan and oversee major fundraising events with the assistance of staff and volunteers
- Communicate with donors on a regular basis
- Be involved in expansion and visibility of the centre in the community
- Obtain feedback and continually assess goals for establishment of effective centre programs

### **Coordination of Staff and Volunteers:**

- Recruit, interview, and select possible volunteers
- Provide training seminar to staff and volunteers, implement an orientation program for volunteers, provide ongoing staff and volunteer in-service training, and conduct staff/volunteer meetings
- Schedule volunteer shifts
- Ensure that policies and procedures are being followed
- Mentor and nurture volunteers and staff to ensure they are effective and appropriate in communication with both clients and the public

### **Community/Public Relations:**

- Promote public awareness of the centre
- Develop ongoing relationships with pastors and churches in the community
- Develop and maintain a working relationship with agencies, physicians, and organizations that refer clients or accept referrals to the centre

- Serve as spokesperson for the centre and represent its programs and services to the community and media
- Oversee and revise promotional materials used in presenting the centre to clients, community, and churches

### **Client Marketing:**

- Oversee the development of marketing content and tools in all social media and other areas

### **Financial Management:**

- Collaborate with the board to develop an annual budget that will be presented to the board for approval
- Oversee and ensure that accurate and current financial records are kept and reported to the board regularly
- Oversee expenditures for budgeted expenses of centre and oversee purchasing requests

### **Administration:**

- Oversee client programs and support services offered by the centre
- Maintain policies and procedures manual for the operation of the centre
- Insure that all administrative centre policies are carried out
- Oversee the compilation of statistical reports, accurate record keeping, and reporting to the board
- Attend all board meetings, prepare a written report and distribute to board members prior to the meeting
- Review client files and offer suggestions and encouragement to staff and volunteers
- Conduct yearly written and oral evaluations of staff, and follow Biblical principles for confrontation when the need arises
- Prepare or oversee preparation of regularly scheduled newsletters
- Coordinate a yearly operational calendar outlining all recurring date-specific activities

### **Client Services:**

- Oversee peer counselling and other services provided for clients
- Provide peer counselling and services for clients when staff and volunteers are not available
- Serve as a resource to staff and volunteers in more complicated client situations

\*\*This job description is made with the assumption that there is either a Centre Director or Client Services Director on staff.