



Kawartha Lakes Pregnancy Centre

241 Kent Street West, Lindsay On K9V 2Z3 • Phone 705-878-8527 • Fax: 705-878-8576

Job Description

Job Title: Executive Director

Type of Position: 30 hours/week

Reports to: The Board of Directors

Supervises: Client Services Director, Administrative Assistant and Volunteer Staff of KLPC

Objectives of Position

Mission: Kawartha Lakes Pregnancy Centre is a Christ-centred organization providing support and education to anyone experiencing challenges related to a pregnancy or pregnancy loss.

The Executive Director has full responsibility for the overall day to day operations of Kawartha Lakes Pregnancy Centre. This includes the implementation of the policies and procedures established by the Board of Directors, within the parameters of KLPC's budget. The primary areas of responsibility are spiritual leadership, development, supervision of staff and volunteers, community/public relations, client marketing, financial management, administration, and coordination of services specific to client needs as required.

Qualifications

Applicant should:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Saviour and LORD.
- Exhibit a strong commitment and dedication to the sanctity of all human life and sexual purity.
- Agree with and be willing to uphold KLPC's Statement of Faith, Statement of Principles, Mission and Vision of the centre, centre policies/procedures and Pregnancy Care Canada's Core Documents.
- Have experience and aptitude in working on teams and managing people.
- Be proficient in oral and written communication skills that can relate to professional, medical, church and social service agencies/organizations, as well as volunteers, clients, and donors.
- Ability to communicate virtually through the use of social media, Zoom, text, email, and our website platform.
- Be able to provide spiritual leadership, navigating theological biases, while equipping and empowering staff and volunteers.
- Be self-motivated, dependable, and responsible.



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- Willing to provide a criminal record check and complete Pregnancy Care Canada training.

Duties and Responsibilities

Spiritual Leadership:

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

Supervision of Staff and Volunteers:

- Give leadership and oversight to all staff and volunteers
- Ensure that policies and procedures are being followed
- Mentor and nurture staff and volunteers to ensure they are effective and appropriate in communication with both clients and the public
- Conduct yearly written and oral evaluations of staff, and follow Biblical principles for confrontation when the need arises

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
- Oversee that donors are thanked for their contributions



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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:

- Maintain policies and procedures manual for the operation of the centre
- 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
- Prepare or oversee preparation of regularly scheduled newsletters and prayer letters
- Coordinate a yearly operational calendar outlining all recurring date-specific activities

Client Services:

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

Accountability

- The Executive Director is accountable to the Board of Directors.
- A yearly review will be conducted by the Board of Directors.

Remuneration

- This position is for 30 hours per week



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- The pay schedule is once a month (last Friday)