

TWO HEARTS PREGNANCY CARE CENTER

Executive Director

Reports To: Board of Directors

Classification: Part-time

Direction/Authority

The Executive Director serves at the pleasure of the Board of Directors. Under the general direction of the Board of Directors, the Executive Director shall provide leadership for the organization and manage staff.

General Summary and Objectives:

The Executive Director is responsible for the implementation of goals, objectives, policies and plans developed/established by the Board of Directors, cooperating with the Board in fulfilling its governance function, and providing leadership and overall management direction of the organization:

- Ensure that Two Hearts is provided with the administrative functions necessary to promote the organization's mission in the community and to provide excellent client services.
- Plans, implements, and evaluates development strategies and programs to ensure the growth and stability of the organization.
- Plans, implements, and evaluates client services programs.

Qualifications:

1. Bachelor or Associate Degree preferred.
2. Pregnancy center or other pro-life experience preferred.
3. Willingness and ability to adhere and share the pro-life teachings of the Catholic Church relating to abortion, contraception and human sexuality.
4. Problem solving and program development abilities.
5. Excellent oral and written communication skills to communicate effectively with multiple audiences/constituencies (Board, staff, volunteers, clients, donors, other organizations, government leaders, media) using a variety of formats.
6. Excellent interpersonal skills, especially when providing assistance and guidance to clients.
7. Self-starter with good judgment and integrity.
8. Excellent administration and good organizational skills.
9. Computer software skills in the use of WORD and EXCEL documents.
10. Bilingual (Spanish/English) preferred
11. Grant writing experience preferred.

Duties and Responsibilities

1. Meeting with and evaluating the needs of clients.
2. Cooperates with the Board of Directors in governance.
3. Supports organization's mission through program, service and product development and delivery.
4. Fosters growth and stability of the organization.
5. Responsible for the administration and management of the organization's resources.
6. Direct staff in supporting and promoting the Two Hearts mission.
7. Develop/maintain working relationships with other social service agencies.
8. Coordinate efforts in fundraising, and the development and maintenance of Two Hearts donor base.
9. Perform special projects or tasks assigned by the Board.