

JOB DESCRIPTION: Executive Director

Reports to: Board of Directors

Location: Greenfield, Indiana (with some travel required)

Salary: \$60,000-\$68,000/year

Employment Status: Full-time Exempt (40-45 hours/week), permanent

PURPOSE

The Executive Director of Life Choices Care Center is a full-time (40-45 hours/week) key leadership role with the primary responsibility of overseeing and advancing the mission of the organization. This role requires strong leadership, management, and fundraising skills, as well as an unwavering and passionate commitment to pro-life values and a faithful Christ follower.

MISSION STATEMENT

Our mission at Life Choices Care Center is to affirm life through a loving commitment to the spiritual, physical and emotional care of those facing uncertainty in family life or pregnancy.

DUTIES AND RESPONSIBILITIES**1. Leadership and Management:**

- Provide visionary leadership and strategic direction for the organization.
- Manage a team of employees and oversee volunteers to ensure efficient day-to-day operations.
- Foster a collaborative and values-driven work environment, reflecting peace, joy, and the presence of the Lord.

2. Fundraising:

- Develop and execute fundraising strategies including but not limited to grant writing.
- Cultivate and maintain donor relationships, seeking to grow and diversify funding sources.
- Plan and host the annual fundraising gala to raise funds and awareness for the center.

3. Community Engagement:

- Expand the organization's reach in the community by building relationships with local churches, businesses, and community partners.
- Develop and implement new programs and services that meet the needs of the moms and families in our community.
- Speak at churches and community events to raise funds and increase awareness of the center's mission.

4. Financial Management:

- Prepare and manage the yearly budget, ensuring financial sustainability and accountability.
- Ensure that resources are allocated effectively to support the organization's goals and objectives.

5. Board of Directors:

- Provide regular updates to and collaborate with the board of directors.
- Work closely with the board to align strategic priorities and ensure organizational success.

6. Visionary Growth:

- Identify opportunities for expansion and growth, continually seeking to meet the needs of the community.
- Implement strategies to increase the impact and influence of the organization.

JOB QUALIFICATIONS

Required:

- A deep commitment to pro-life values and a committed faithful Christ follower.
- Prior experience in fundraising and donor relationship management is a must.
- Strong leadership and management skills, with a proven track record of leading teams and organizations.
- Excellent communication and public speaking skills.
- Ability to work in a fast-paced and dynamic non-profit environment.
- Passion for the mission of Life Choices Care Center and the ability to inspire and engage others.

This position offers a unique opportunity to make a meaningful impact in the community while upholding the values and mission of Life Choices Care Center.