



living|alternatives

pregnancy resource center

Center Director

Job Description

Principal Functions:

The Center Director oversees the general operations of the center including team management, development / fundraising and community relations, client marketing, non-medical client services, donation processing / receipting.

Reports To: Chief Executive Officer (CEO)

Supervises: Non-medical support staff and volunteers

Qualifications: Applicant should have the following qualifications:

1. Be a committed, mature Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedications to the Gospel and to the sanctity of human life.
3. Agree with and uphold the Mission and all corporate statements and policies of LAPRC.
4. A minimum of a high school education or GED is required. A Bachelor's Degree is preferred, preferably in a related field, or related experience equivalent in the field.
5. Experience in management and fundraising is preferred.
6. Exhibit strong skills in organization.
7. Ability to build and maintain healthy teams.
8. Proficient use of computers to complete tasks.

Major Responsibilities:

Team Management

1. Supervise non-medical staff through regular interaction and quarterly reviews
2. Recruit, encourage and equip a strong and healthy team of volunteers to assist in all areas of responsibility, holding quarterly volunteer meetings
3. Develop goals and analyze outcomes
4. Review the annual expense budget and monthly reports from the CFO with the team

Development/Fundraising and Community Relations

1. Oversee the planning and execution of annual fundraising events (Ex. Baby Bottle drives, Walk, and Banquet) to achieve or exceed annual income goal.
2. Build and utilize local Fundraising And Community Extension (FACE) Committee
3. Develop positive relationships with donors through emails, letters, phone calls and in-person meetings.
4. Work with Chief Development Officer (CDO) and CEO to identify and engage key donors for major gifts
5. Continually represent LAPRC in the community and at churches with integrity

Client Marketing

1. Maintain consistent and accurate branding of the PRC in the community

2. Pursue local opportunities to inform and engage potential at-risk clients
3. Distribute approved promotional materials (brochures, posters, etc)

Non-Medical Client Services (if no Program Coordinator)

1. Be trained in all client services, policies and procedures
2. Recruit and train team of volunteer mentors
3. Work with Director of Nursing to create a schedule for program hours
4. Review program Key Performance Indicators on a monthly basis and create plan for meeting defined goals
5. Insure proper maintenance of client files

Donation Processing/Receipting (if no Administrative Assistant)

1. Maintain Donor Database using WayCool Software
2. Follow policies and procedures for handling donations and appropriate record keeping
3. Monthly and Yearly Donor Receipting and Thanking

General Responsibilities:

1. Oversea maintenance of property and non-medical equipment
2. Assist in the ordering/purchasing of needed supplies
3. Attend all quarterly staff meetings

- The CEO will evaluate the Center Director quarterly and annually through the use of the LAPRC performance form
- This Job Description may be changed at any time deemed necessary by the CEO.
- Employment with LAPRC is at will and may be terminated at any time and for any reasons either by the employer or employee.