

EXECUTIVE DIRECTOR JOB DESCRIPTION

Woven Pregnancy Care is Christian ministry working with women, and their families, who are experiencing an unexpected pregnancy.

Position Overview

The executive director (ED) has full responsibility for the overall day to day operations of the centre to effectively carry out the vision and mission of the organization. Reporting to the board of directors, the ED acts as the public face for the centre, ensuring a high standard of care, developing centre personnel to their full potential through spiritual leadership, and safeguarding the healthy functioning of legal and financial aspects of the organization. The executive director is hired, evaluated, and replaced at the discretion of the board.

The ED should seek to be a role model in attitude, speech, and actions in their consistent daily walk with Jesus Christ. They should be prepared to explain Pregnancy Care Canada's religious beliefs and practices to all visitors and callers. And they should be prepared to provide resources and assistance, consistent with the Statement of Faith and Mission Statement, to all those who inquire.

Reporting Structure

Reports to the board of directors

Supervises:

Directly supervises

- Client services director (CSD)
- Administrative personnel

Indirectly supervises

- Client support workers in collaboration with the CSD unless there is no CSD.

Qualifications

1. Expresses full agreement with the centre's *Purpose, Mission and Vision Statements*, the *Sanctity of Human Life Statement*, the *Statement of Faith*, and *Core Values*.
2. Expresses full agreement with Centre's *Code of Ethics and Professional Conduct* and *Lifestyle Standards* policy.

3. Have experience as a staff or volunteer in some ministry capacity.
4. Have a passion for the work, vision, and mission of the centre as well as a love for the people in the community that we seek to serve.
5. Not required but is a considered an asset to have obtained a bachelor's or master's degree in a related field such as health care, social work, business administration, community development, or an equivalent combination of education and work experience.

Personal Attributes

1. **Flexible:** Able to manage shifting organizational priorities and responsibilities. Will understand the evolving nature of a role in an organizations startup position where tasks and responsibilities beyond specifics laid out in the job description will need to be done.
2. **Autonomous:** Uses initiative to get things done. Able to see a need and execute a solution in partnership with the board of directors.
3. **Approachable:** Works well and seeks to develop the best in people. Able to delegate tasks with clear direction and some freedom in its execution.
4. **Articulate:** Can express themselves well in public and in writing with minimal preparation time. Familiar with the vision, mission, and day to day activities of the centre and able to communicate how that vision is being executed currently.
5. **Persuasive:** Successfully conveys ideas, values, and vision to others.
6. **People-focused:** Effectively builds healthy, mutually beneficial relationships both internally and externally.
7. **Strategic-thinker:** Plans and directs paths to overall organizational success. Able to think beyond the status quo of the daily and plan to improve the organization as a whole.
8. **Resilient:** Low reactivity to the effects of stressors, rarely feels overwhelmed by workload, projects, or deadlines. Able to take on the role of the leader that supports their staff and volunteers and leads them with gentleness when there is friction or confusion.
9. **Pragmatic:** Exhibits the managerial courage to make tough decisions with limited resources. Does not seek to please everyone but does there best to act lovingly like Christ even when its difficult.
10. **Objective:** Treats people fairly; can receive feedback without feeling embarrassed or defensive. Will not allow others actions or gossip to colour their perspective about another person without getting to know that person and form their own opinion.

Knowledge and Competencies

1. **Administrative expertise:** Significant experience and/or proficiency in an administrative position requiring management and supervision of both financial and human resources.
2. **Interpersonal skills:** Exhibits clear abilities in relationship management, interpersonal communication (writing and public speaking), and problem solving.
3. **Leadership skills:** Demonstrates significant spiritual and emotional maturity in relationships, teaching, and leadership abilities.
4. **Spirituality Leadership:** Speaks and acts in a way that exhibits a deep understanding of and commitment to Christian love and ethics and encourages others to do the same.

Responsibilities

The weight placed on each of these responsibilities will likely change as different factors such as staffing and volunteers change as the center seeks to become established, functional, and effective in the community. For example before the center hires a CSD there will likely be less time spend on ministry development and administrative oversight and more time spent on management, direct client care, and staff development.

Ministry Development (50%)

1. Prepare an annual fundraising plan that establishes realistic, time-bound, actionable goals for general fundraising, major donor giving, planned giving, church engagement, and community events.
2. Engage with donors and stakeholders to foster growing relationship and shared vision between them and the organization.
3. Oversee creation/development of print and online resources that communicate the vision of the organization to the community. Ensure this is done in collaboration client care personnel to accurately reflect excellence in care offered by the centre.
4. Be the caretaker of the vision of the organization ensuring it is on mission at all times.
5. Work with key centre personnel to ensure that centre programming is consistent with organizational policies, including evangelism and spiritual care of clients.

Administrative Oversight (20%)

1. Attend all board meetings; prepare and present regular reports.
2. Equip and serve the board in carrying out its mandate.
3. Through regular meetings, support the program directors and CSD in addressing program needs and maintaining a high standard of client care.
4. In consultation with the board and staff, set the overall strategic direction and priorities for the organization including working with teams to develop short and long term goals.
5. In consultation with the treasurer and board chair, develop an annual budget that is presented to the board of directors for approval.
6. Maintain accurate records, collect and compile statistics for monthly reports to the board and other organizations as required.
7. Ensure organizational policies and procedures are current and being followed by staff and volunteers.
8. Coordinate a yearly calendar for the organization.
9. In addition to client support and services noted previously, oversee the following as carried out by staff and volunteers:
 - a. facility and maintenance
 - b. preparation of monthly newsletter, bi-annual church newsletter, and prayer letters
 - c. correspondence including electronic and hard copy
 - d. donor communications, including grant applications
 - e. client marketing and advertising, including website, emails, and social media
 - f. ordering of supplies and brochures
 - g. event preparation

Human Resources Leadership (15%)

1. Recruit and provide managerial support, direction and supervision to centre personnel.
2. Conduct formal annual written evaluations of program directors and ensure program directors are equipped to complete evaluations for other staff and volunteers.
3. Provide professional development opportunities for staff and key volunteers.
4. Work with the CSD to coordinate client support services.
5. Facilitate regular centre personnel meetings to ensure effective team functioning and shared objectives.

Spiritual Leadership (10%)

1. Set the spiritual atmosphere of the organization by providing encouragement and direction for the staff and volunteers.
2. Disciple program leaders.
3. Model a Christ-like attitude with grace, humility, and courage
4. Apply biblical principles and ethics to the operation of the organization in maintaining its Christian witness in the community.
5. Pray for clients; pray with and for centre personnel and supporters.

Community Relations (5%)

1. Develop connections within the community that support client care, e.g., referrals to and from other agencies.
2. Represent the organization at community events, committees and other opportunities to engage.
3. Engage with media and other community stakeholders as needed.

Management (~%)

1. Works with the ED and key centre personnel to ensure that care of clients is consistent with organizational policies regarding evangelism and spiritual care of clients.
2. Maintains, reviews, and updates client support services policies and procedures.
3. Provides reports to the ED annually, or as requested.
4. Gathers and organizes annual support services statistical information.
5. Oversees maintenance of client files.
6. Manages client support workers, including:
 - a. Scheduling.
 - b. Holding regular meetings to evaluate client care needs and plan support.
 - a. Debriefing following client sessions and offering suggestions and encouragement.
 - b. Ensuring appropriate client follow up is completed.
2. Provides spiritual care for staff including, but not limited to, facilitating devotions, praying with staff, and maintaining openness to spiritual care discussions.

Direct client care (~%)

1. Provides direct support services for clients.
2. Facilitates programs with clients.
3. Arranges for client referrals and follow up appointments.

4. Evaluates, selects, and maintains needed educational materials and community resources for client use.
5. Prays with and offers spiritual care for clients as they consent to, offering spiritual care referrals to local churches and other religious agencies as requested.

Staff Development (~%)

1. Assists in recruiting, selecting, and interviewing possible client support workers to meet centre needs.
2. Oversees training and orientation of client support workers, including with respect to the Woven Pregnancy Care's Christian ministry and mission.
3. Evaluates client support workers on a regular basis. May conduct annual performance reviews.

All personnel, including staff and volunteers, should seek to be a role model in attitude, speech, and actions in their consistent daily walk with Jesus Christ. They should be prepared to explain Woven Pregnancy Care's Christian beliefs and practices to all visitors and callers. They should be prepared to provide resources and assistance, consistent with the Statement of Faith and Mission Statement, to all those who inquire.

Approximate Hours

This position is expected to start off at 20-30 hours per week with the possibility of increasing hours as the center develops and if demand for services increases.

Contact Info

To apply or request more information please email: connect@wovencare.ca

Position Opening

The position will be open until a suitable candidate is found.